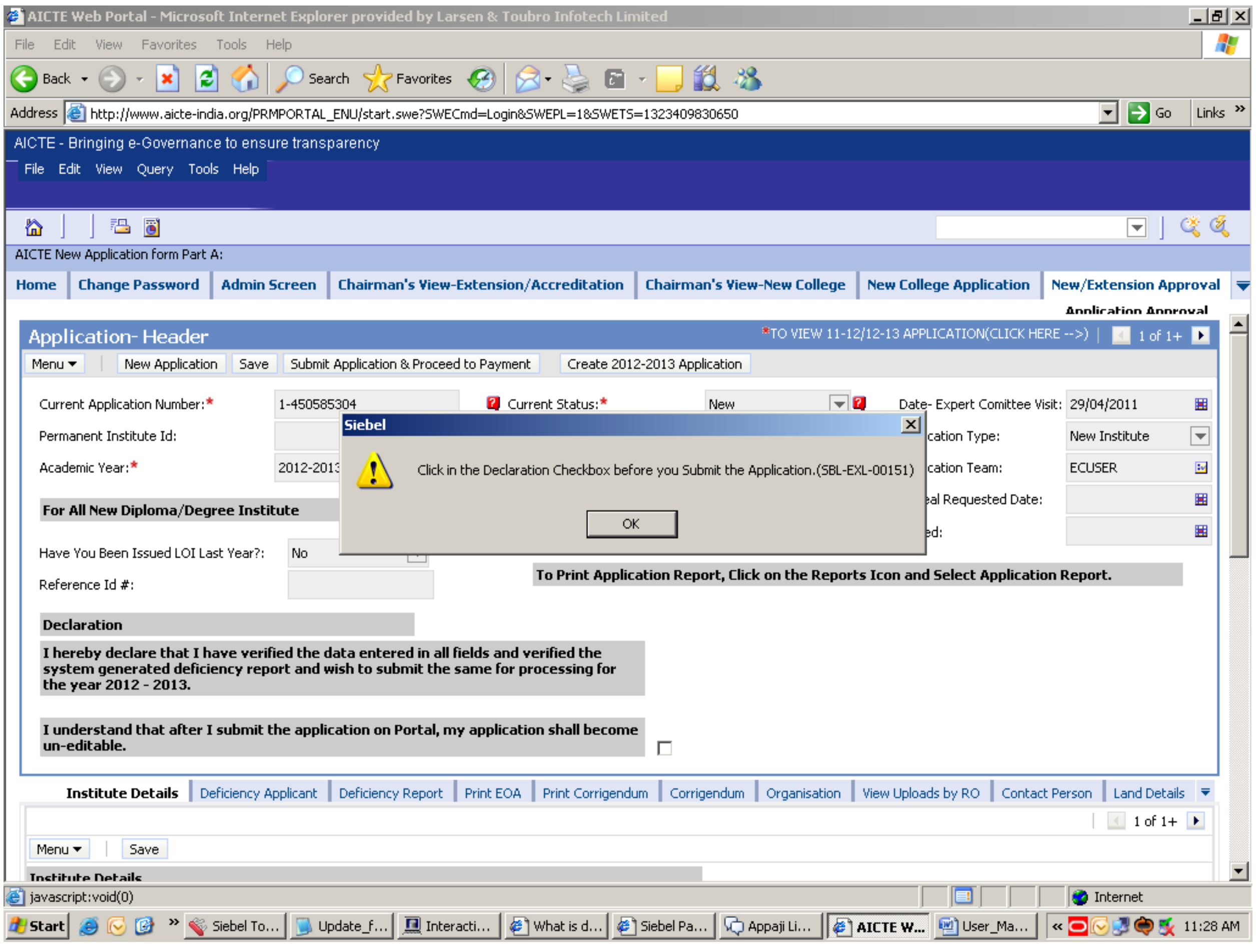
USER MANUAL

Submitting the Application

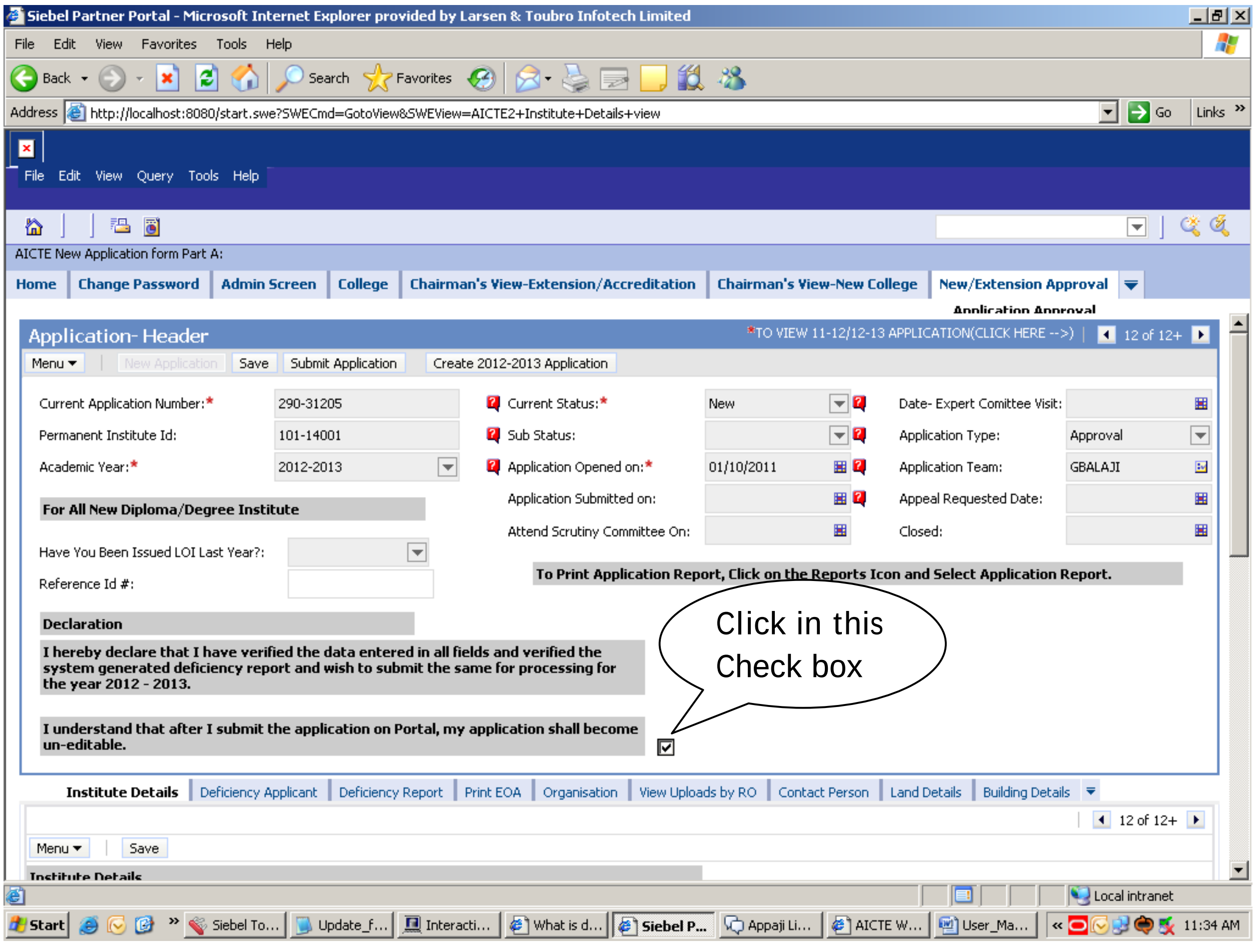
Click on 'Submit Application& Proceed to Payment' Button.

If you Do not Click on Declaration Check box a Pop Up is shown as:

"Click in the Declaration Checkbox before you Submit the Application".



Click in the 'Declaration' Check box.

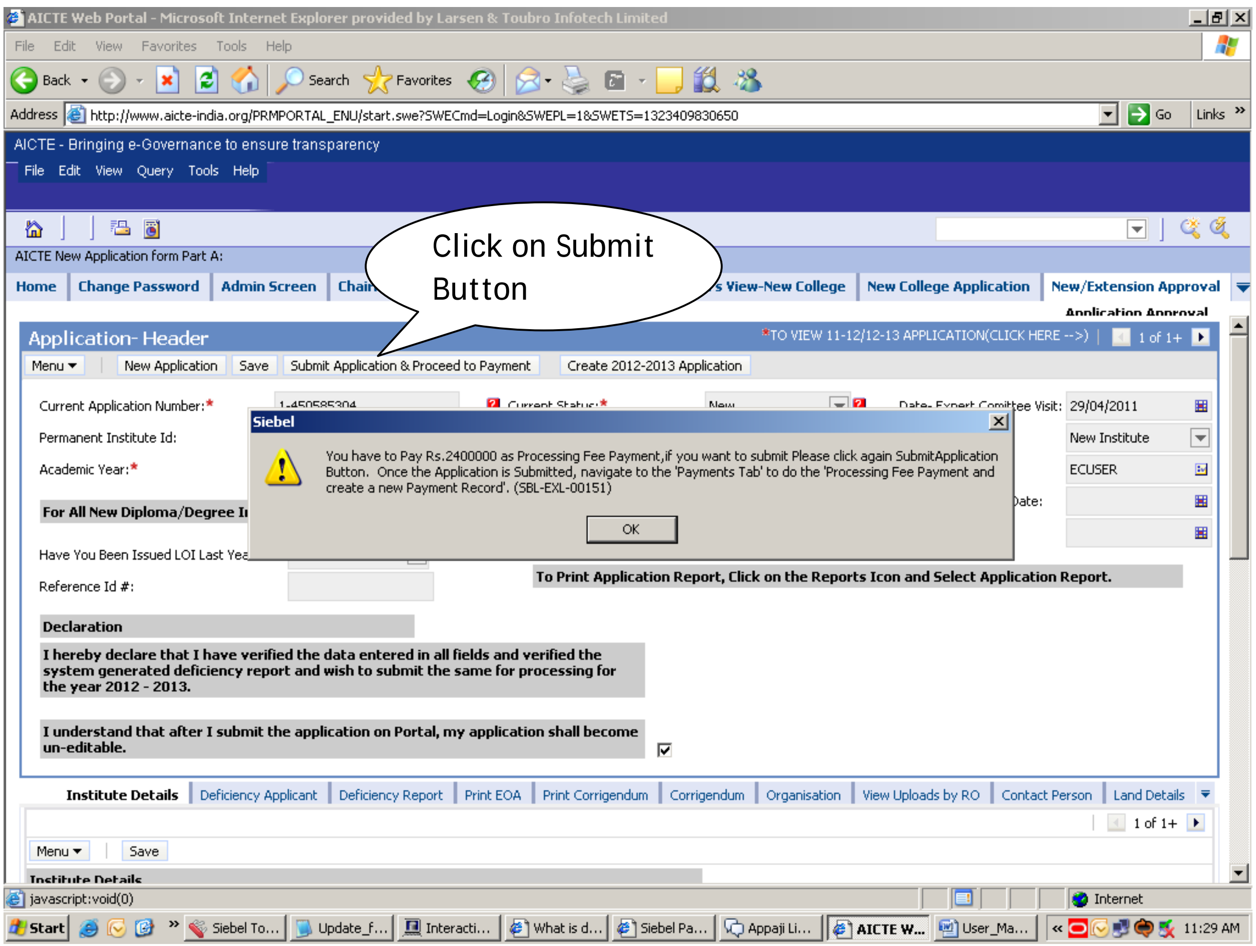


Now Click on Submit Button.

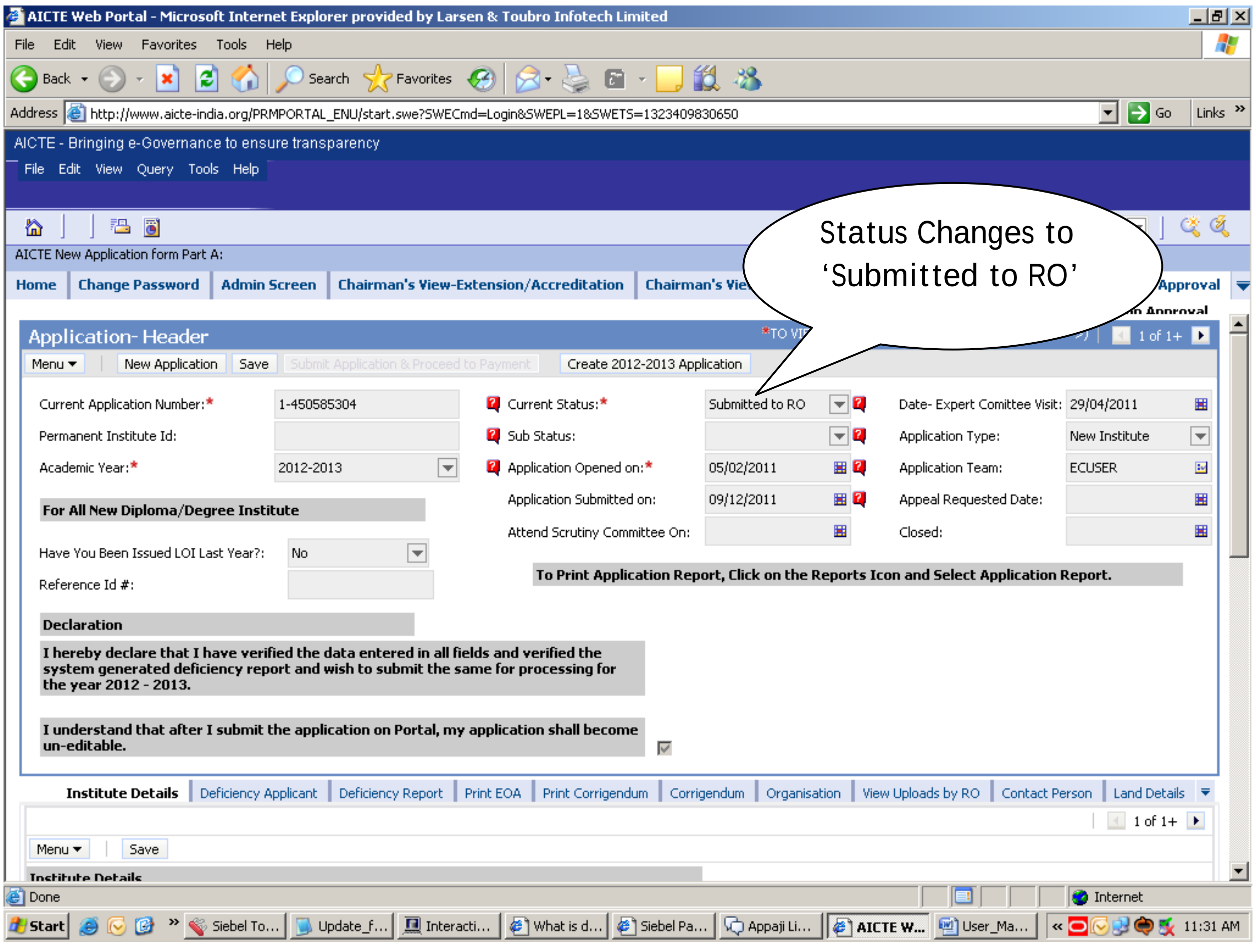
Once you clcik on Submit Application button a pop up displays the following message showing the amount of fee to be paid:

Ex:

"You have to Pay Rs.2400000 as Processing Fee Payment,if you want to submit Please click again SubmitApplication Button.Once the Application is Submitted, navigate to the 'Payments Tab' to do the 'Processing Fee Payment and create a new Payment Record'."



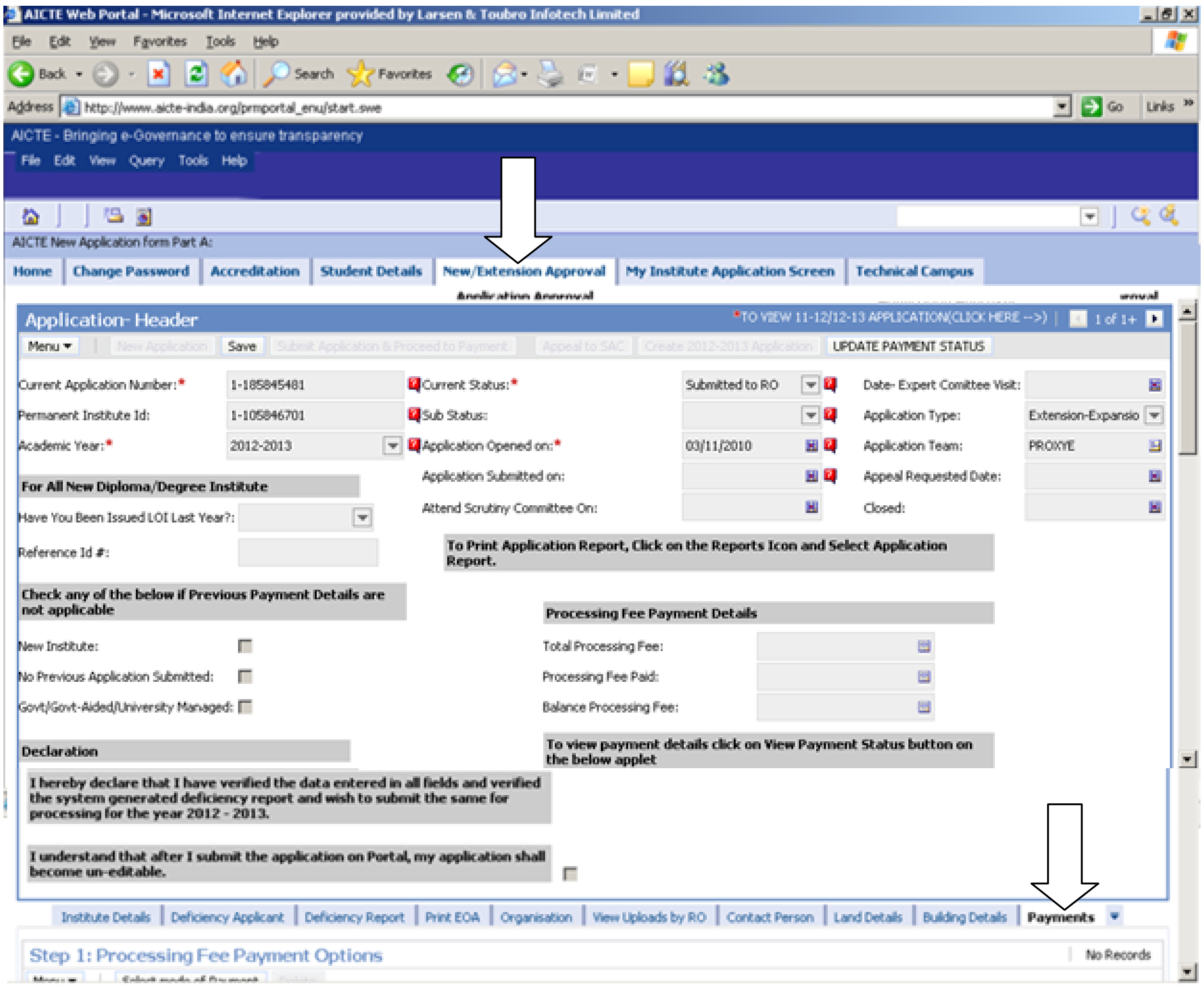
Click on Submit Application button again. Your Application becomes un-editable and status of the Application changes to ‘Submitted to RO’.



Now got to Payment’s Tab and Make Payment.

Payments

Inside the **New/Extension Approval** tab, click on the **Payments** tab.



Inside the payments tab, click on **Select mode of Payment** button. Then select the mode of payment from the options available in the list. There are two mode of payments options available :

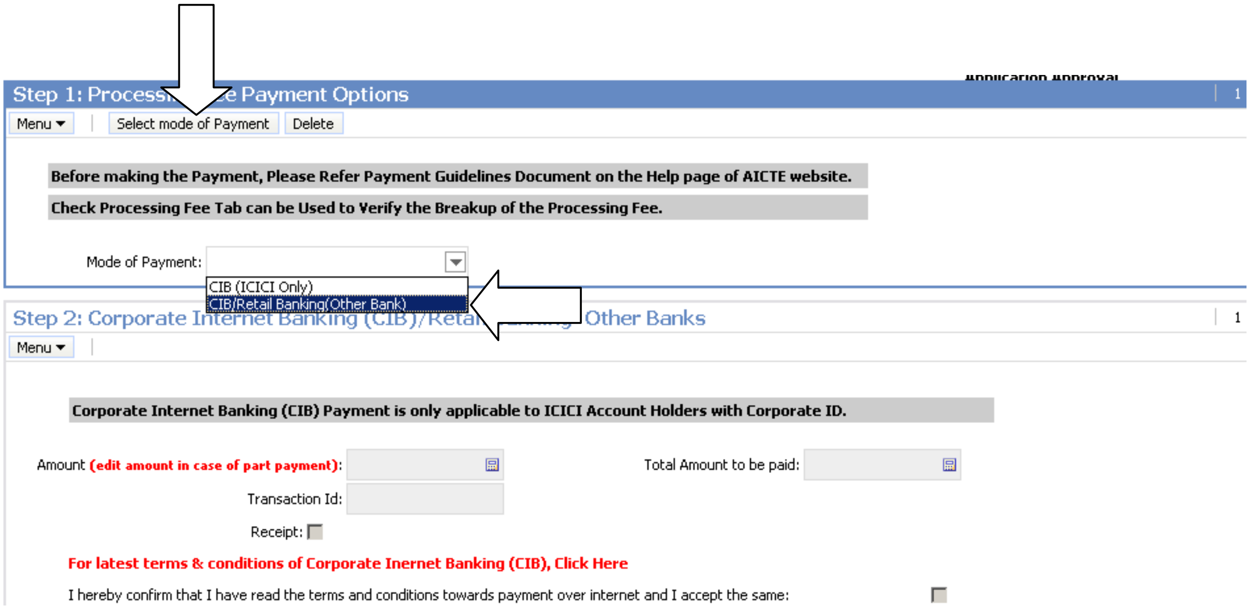
- **CIB (ICICI Only)** – For users who want to make payment from Corporate Internet Banking Account of ICICI Bank.
- **CIB/Retail Banking(Other Bank)** – For users whe want to make payment from Retail Banking Account of other banks (including ICICI bank) and Corporate Internet Banking Account of other banks.

List of Banks available for payment:

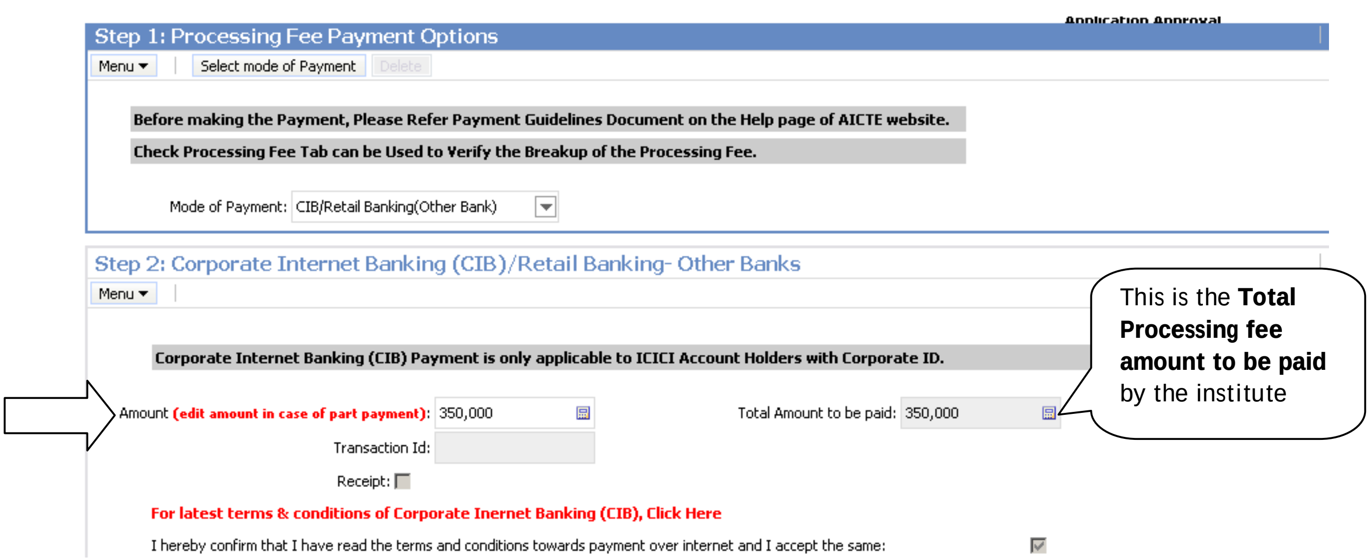
Below is the list of banks available for payment via **CIB/Retail Banking(Other Bank)** mode of payment.

Bank Name	Retail Banking	Corporate Internet Banking
Allahabad Bank	Available	Not Available
Axis Bank	Available	Not Available
Bank of Bahrain and Kuwait	Available	Not Available
Bank of Baroda	Available	Available
Bank of India	Available	Available
City Union Bank	Available	Available
Corporation Bank	Available	Not Available
DCB Bank	Available	Not Available
Deutsche Bank	Available	Not Available
Dhanlaxmi Bank	Available	Not Available
Federal Bank	Available	Available
ICICI Bank	Available	Not Available
IDBI Bank	Available	Not Available
Indian Bank	Available	Not Available
Indian Overseas Bank	Available	Not Available
J & K Bank	Available	Available
Karnataka Bank	Available	Not Available
South Indian Bank	Available	Not Available
Standard Chartered Bank	Available	Not Available
Tamilnad Mercantile Bank	Available	Not Available
Union Bank of India	Available	Not Available
Vijaya Bank	Available	Available
Yes Bank	Available	Not Available

For making payment via Corporate Internet Banking or Retail Banking, select the option **CIB/Retail Banking(Other Bank).**



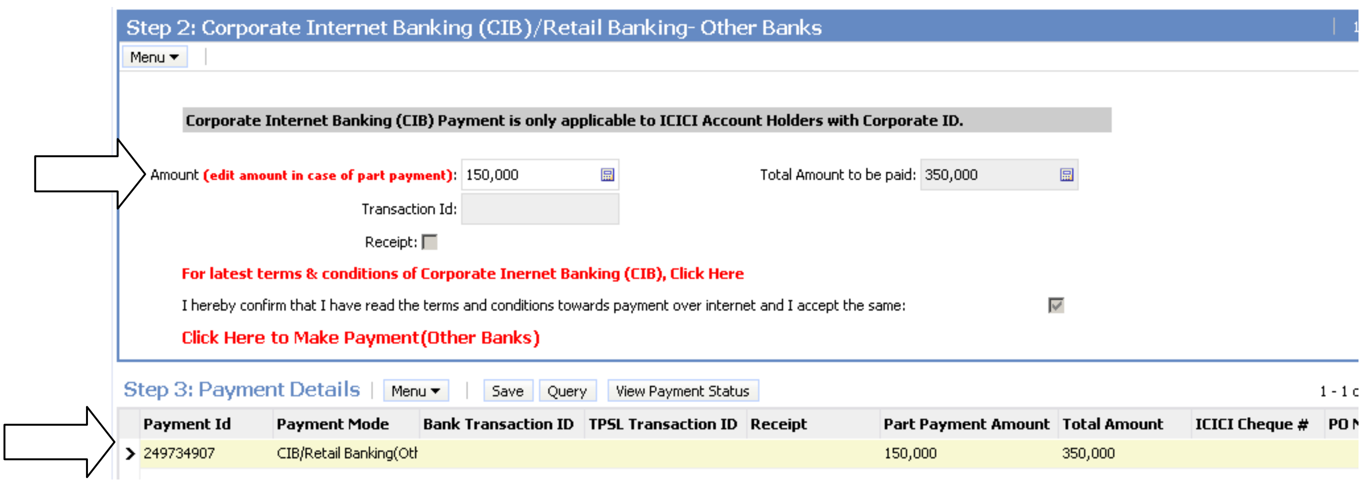
Now on **Step 2: Corporate Internet Banking / Retail Banking -Other Banks**, **edit amount only in case of making processing fee payment by using the part payments facility.** Institutes who want to make the payment for the whole processing fee amount in one payment transaction, should not edit this amount.



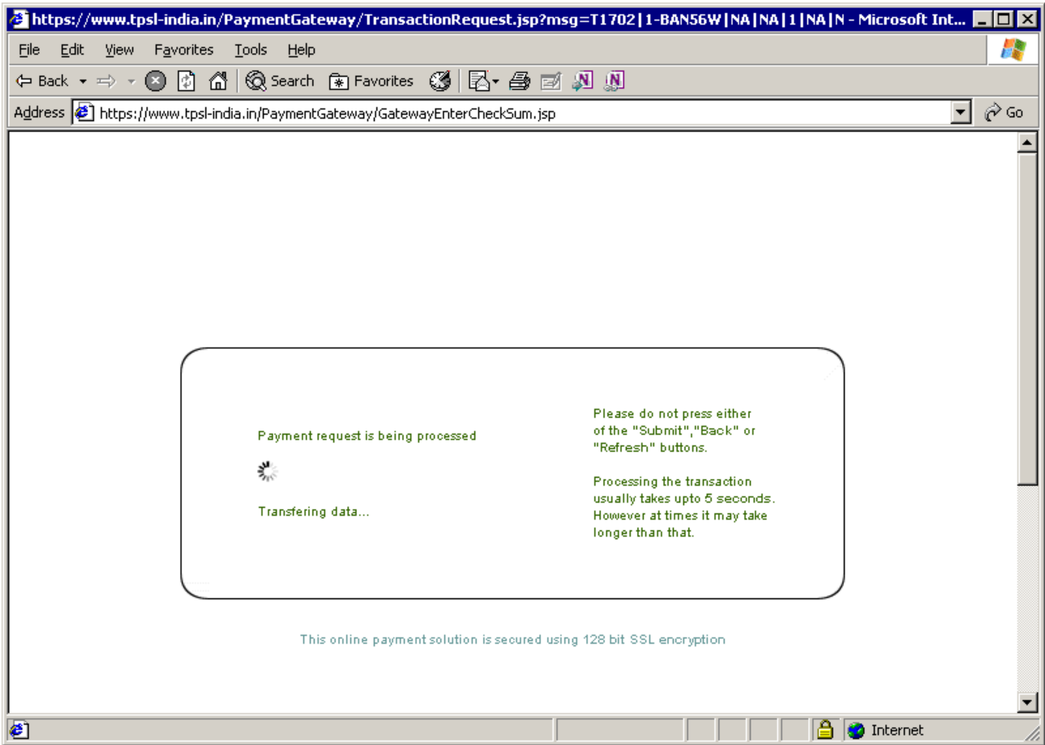
For Example:

Here we can observe that **Total Amount to be paid is Rs 350,000.** If the institute wants to make the payment for whole of the processing fee amount in one transaction, then the **Amount (edit amount in case of part payment)** field should not be edited. If the institute wants to make the processing fee payment in parts then the amount in **Amount (edit amount in case of part payment)** field can be edited. In this case for making payments by part payment facility we will edit the **Amount (edit amount in case of part payment)** field to **Rs 150,000**.

Now on **Step 3: Payment Details,** a payment record containing the payment Id, payment mode and payment amount for your application will be created. Now on **Step 2: Corporate Internet Banking / Retail Banking -Other Banks** click on the link **Click Here to make Payment(Other Banks)**.



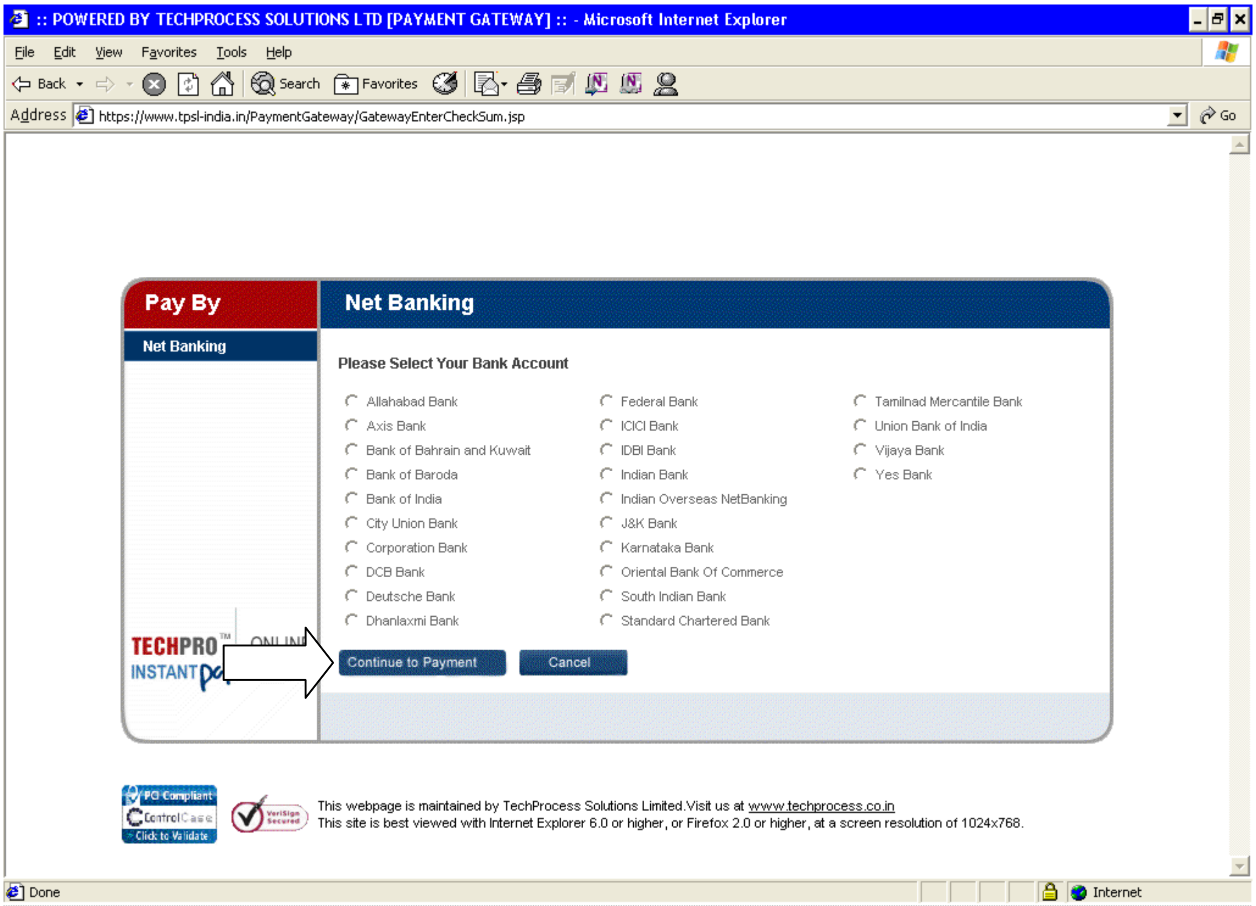
You will be redirected to the TechProcess Solutions , Online Payment Services page. Don’t refresh the page.



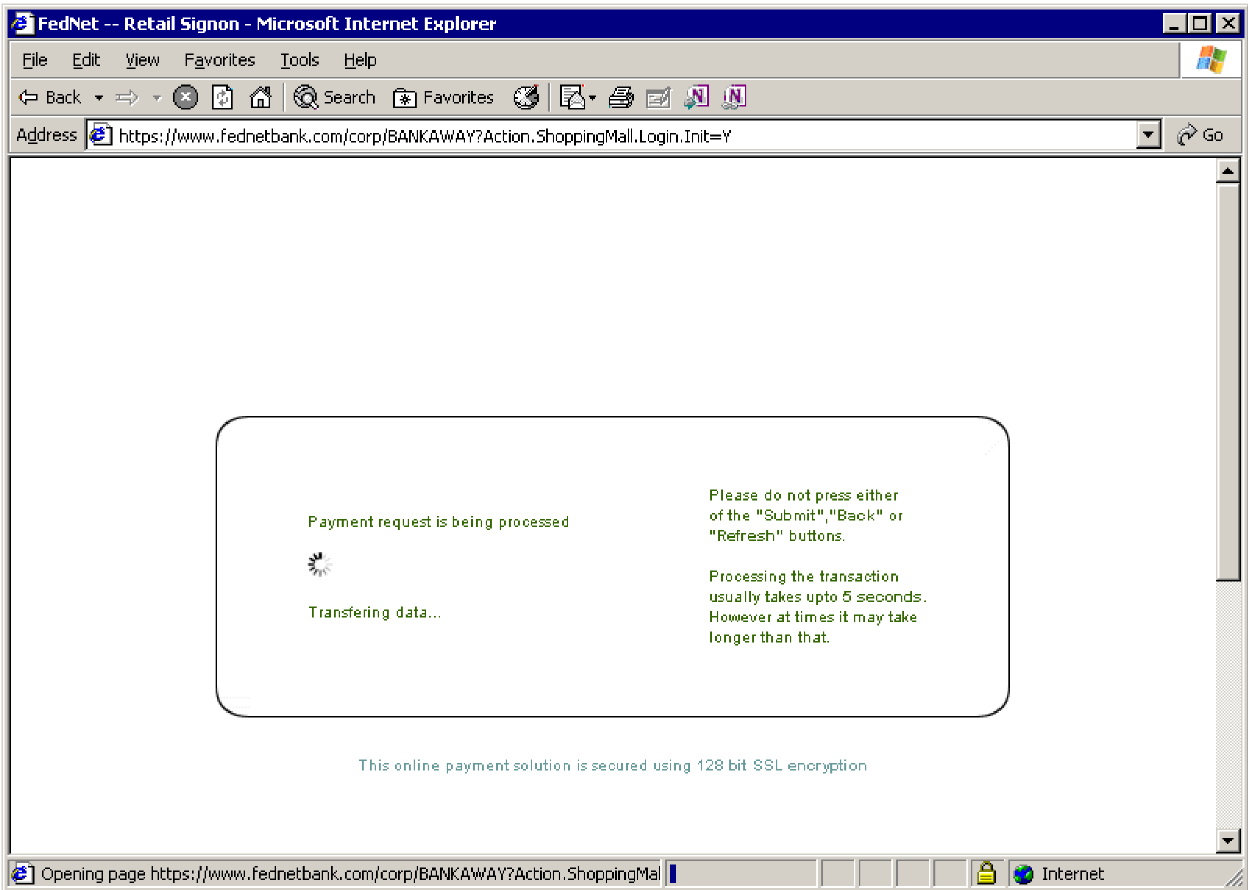
Choose the bank to make the payment and click on the button **Continue to Payment.**

For Example :

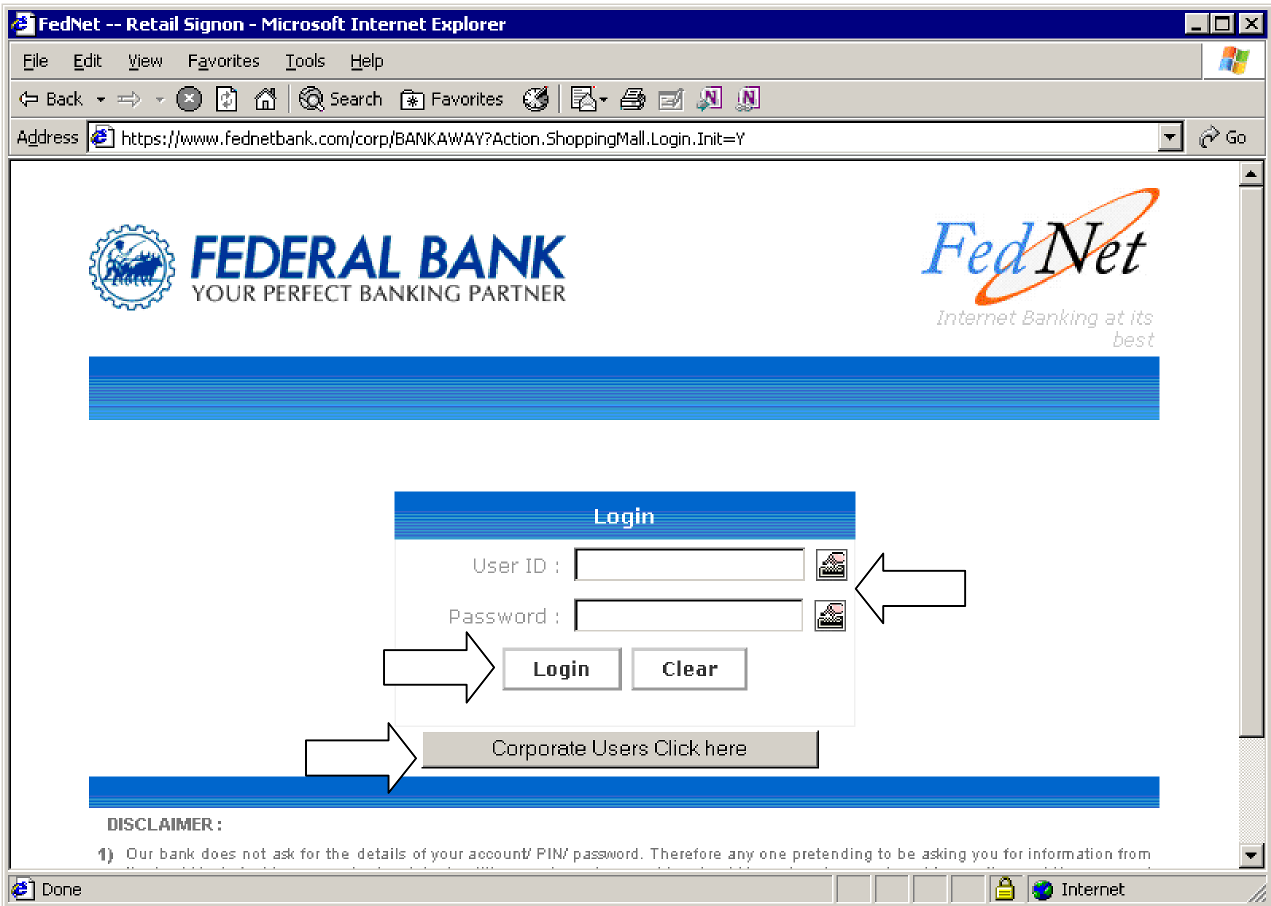
To make payment by **Federal Bank,** Choose the bank and click on the button **Continue to Payment.**



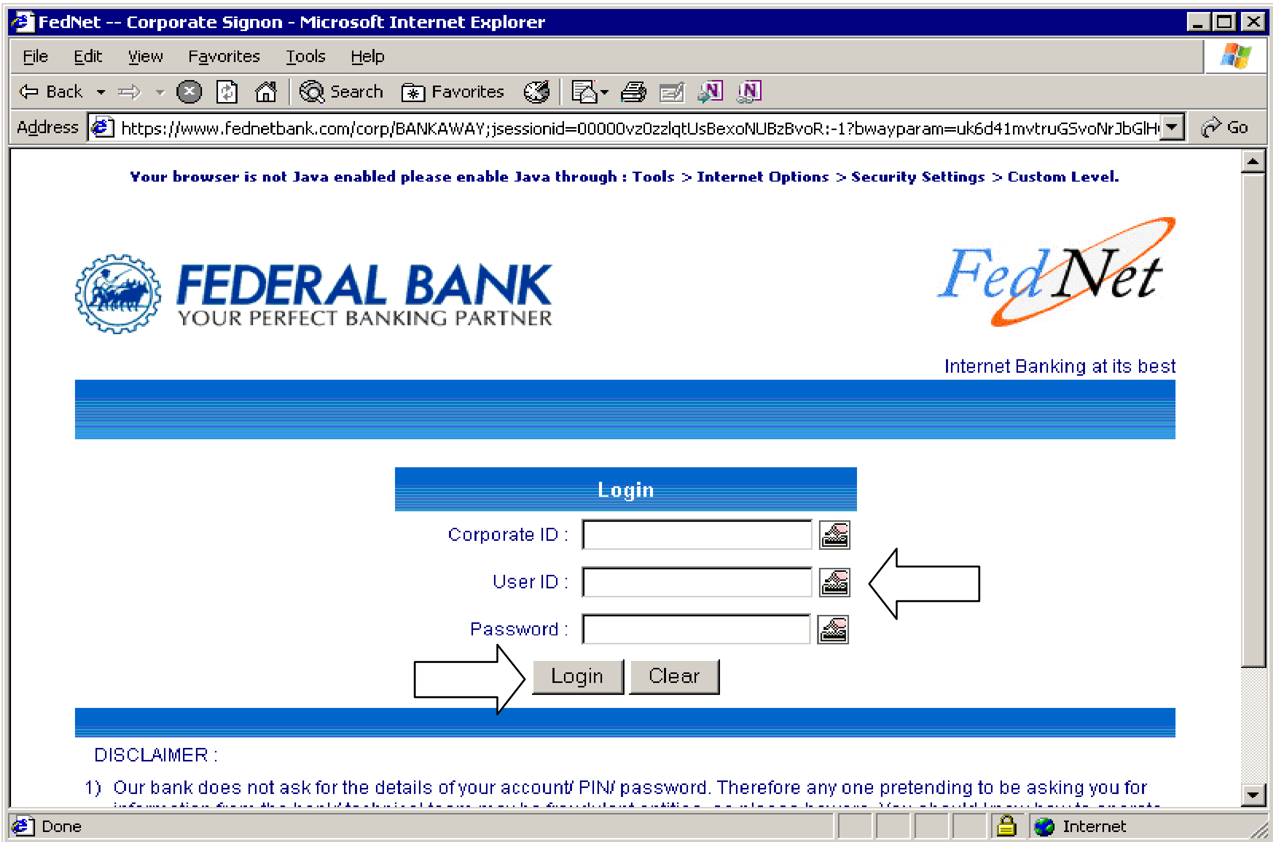
You will be redirected to the Banks Payment page. Don’t refresh the page.



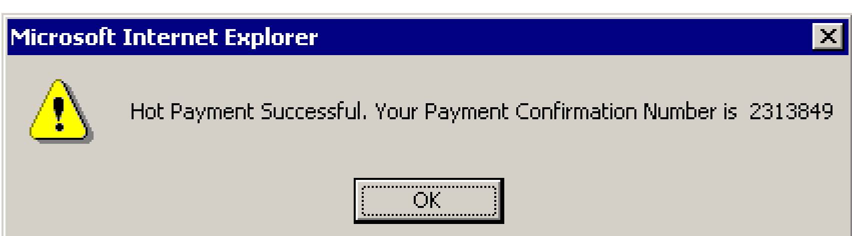
If you wish to make payment by **Retail Banking,** enter the **User ID / Password** and click on the **Login** button. If you want to make payment by **Corporate Internet Banking** click on the **Corporate Users Click here** button.



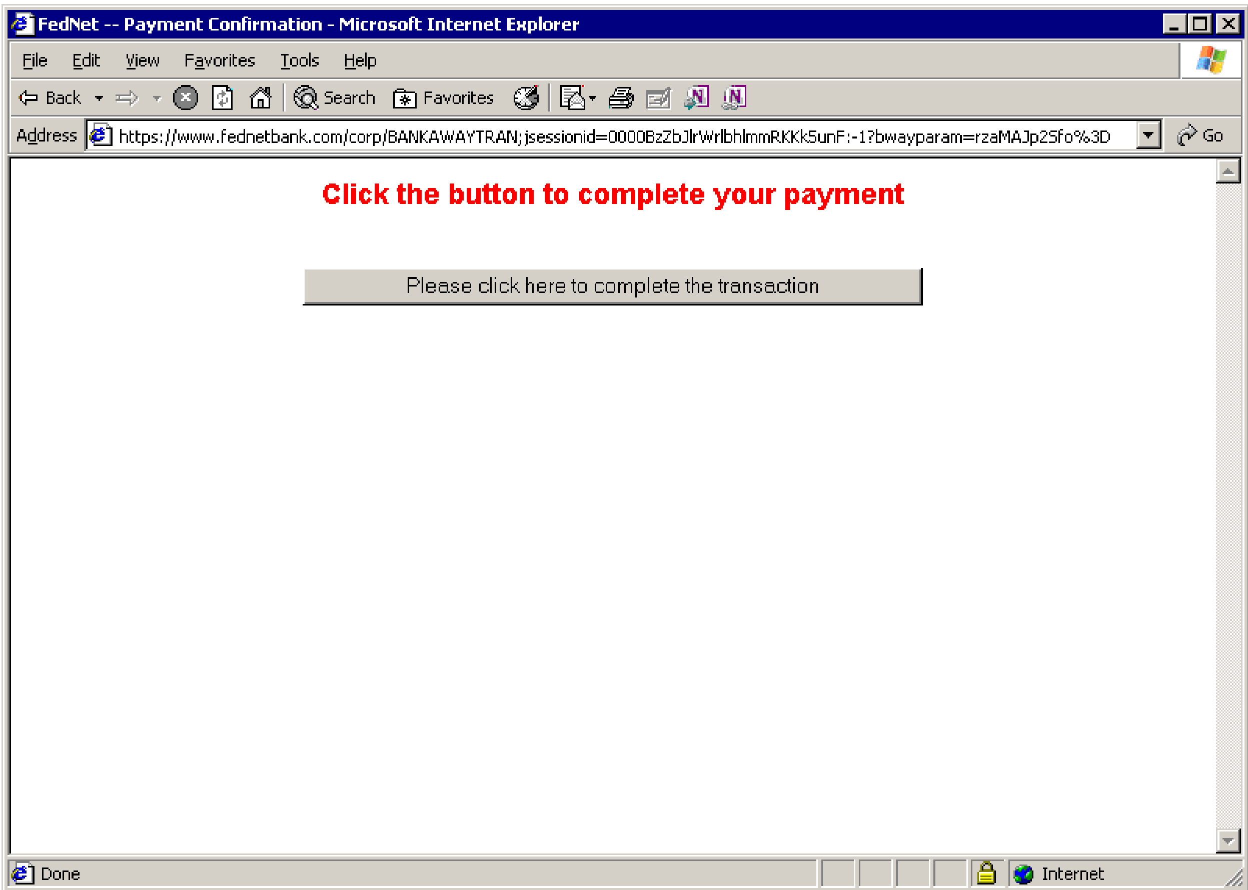
To make payment by **Corporate Internet Banking,** enter the **Corporate ID / User ID / Password** and click on the **Login** button.



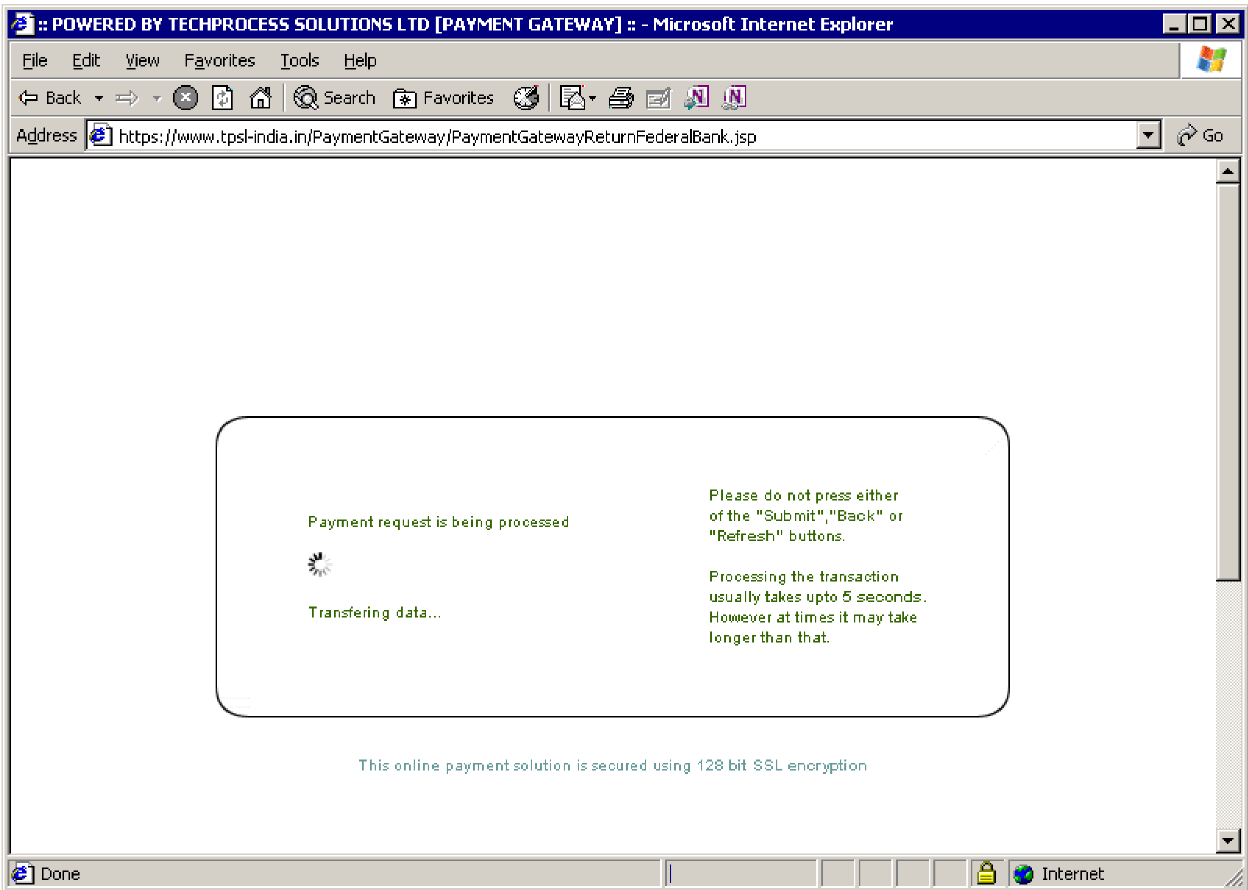
After you have successfully made the payment from your bank account, the below pop up message will be displayed. Click on **OK.**



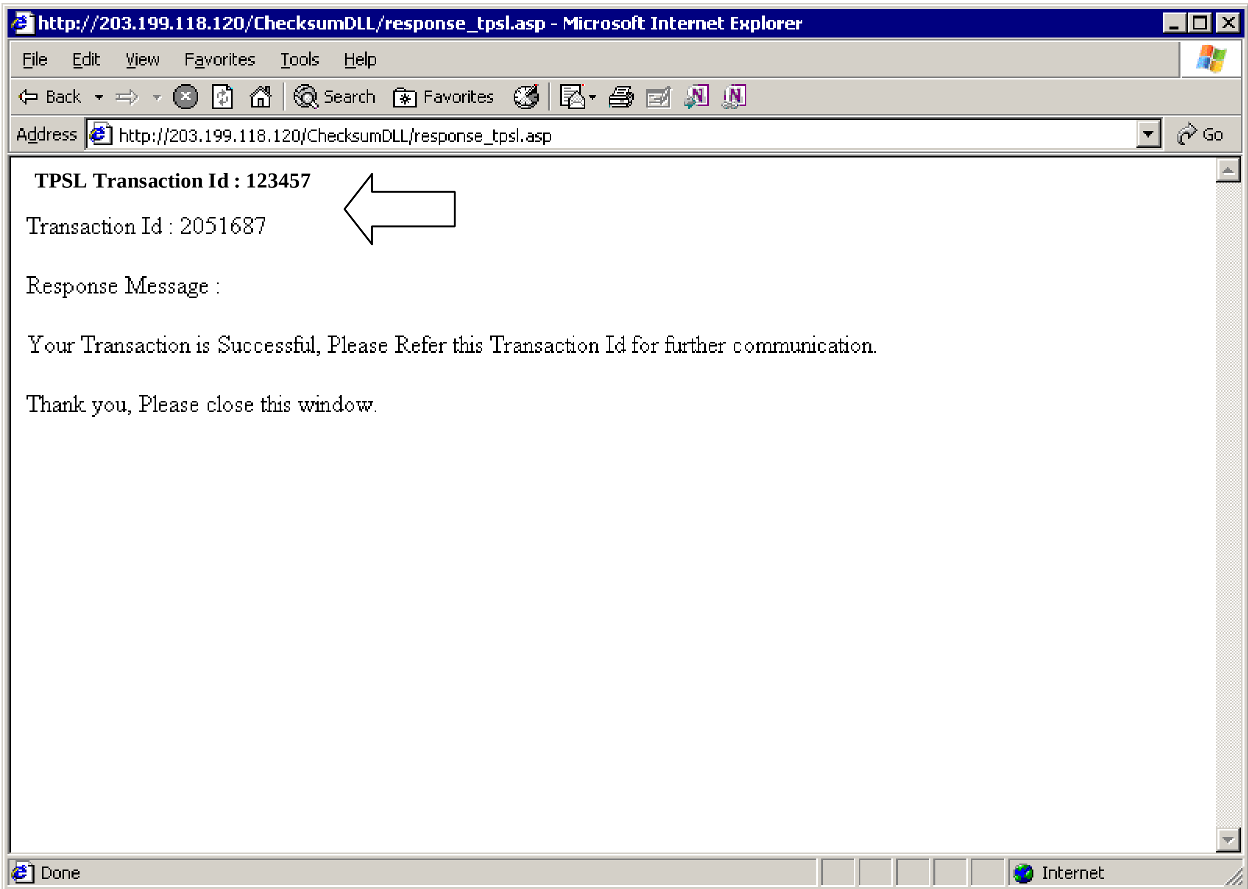
Then click on **Please click here to complete the transaction** button.



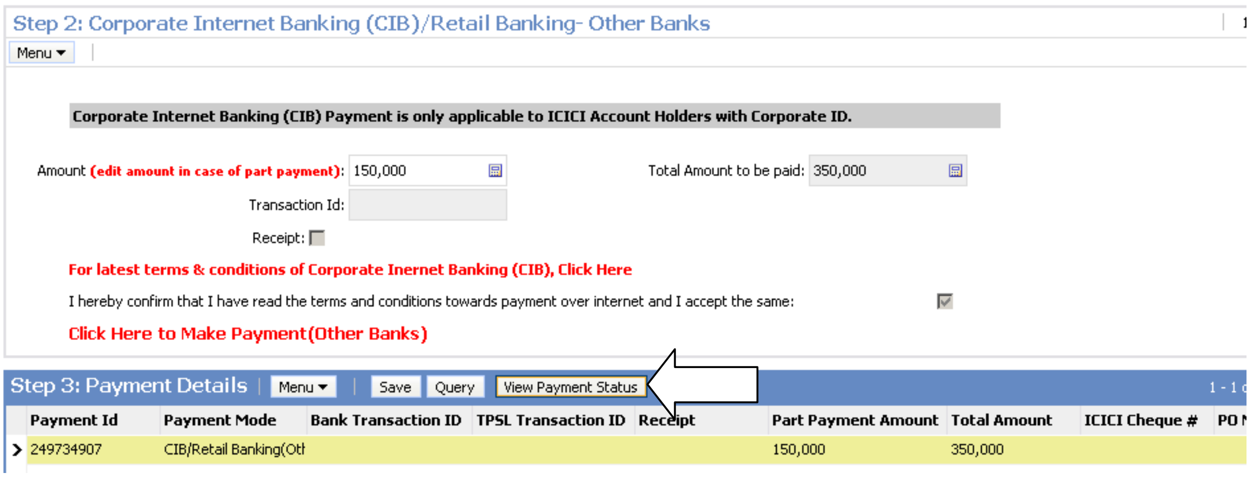
Now you will be redirected to the response page. Don't refresh the page.



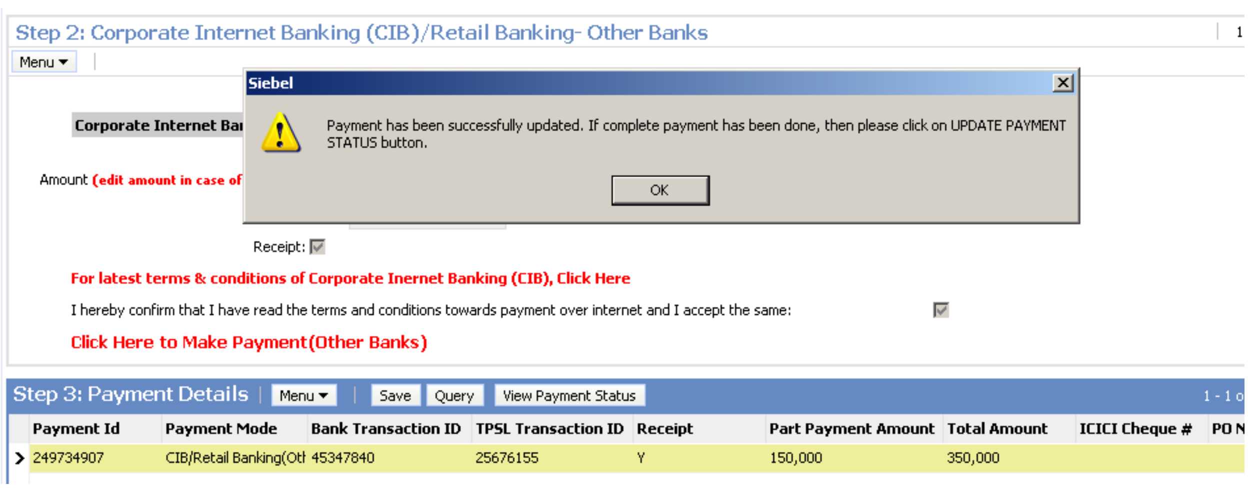
In the response page, note down the **Transaction Id** and **TPSL Transaction Id,** you can now close the window.



Now click on the **View Payment Status** button to view the transaction id.

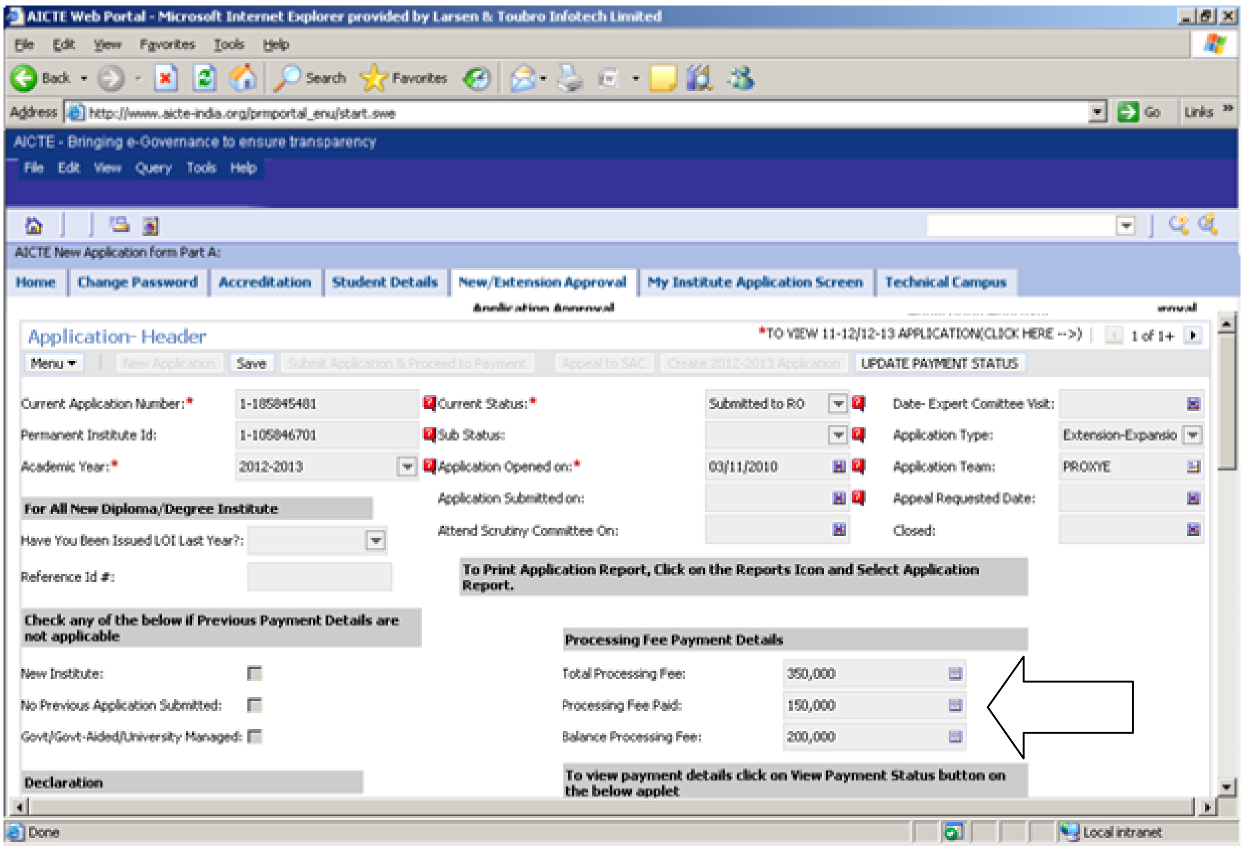


After the **View Payment Status** button is clicked the following popup window will come. Click **OK.**



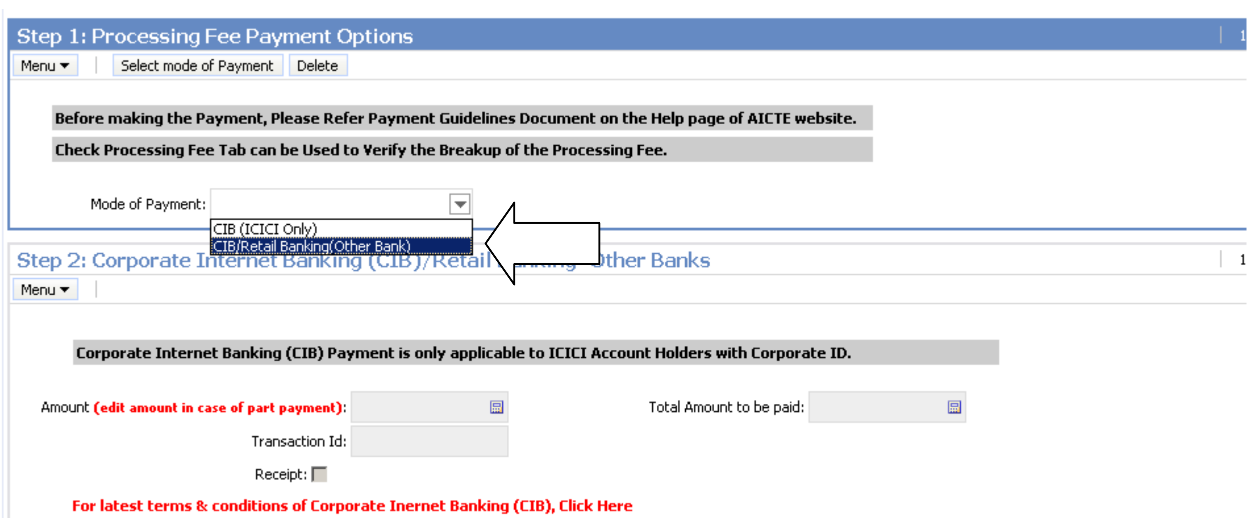
Now in the application you can observe that the Transaction ID, TPSL Transaction Id and Receipt flag are populated. **The payment for this record (amount of Rs 150,000 has been successfully done.**

Also you can observe the header form. Here **Total Processing Fee is Rs 350,000**. The **processing fee paid so far is Rs 150,000** and the **Balance processing fee to be paid is Rs 200,000.**



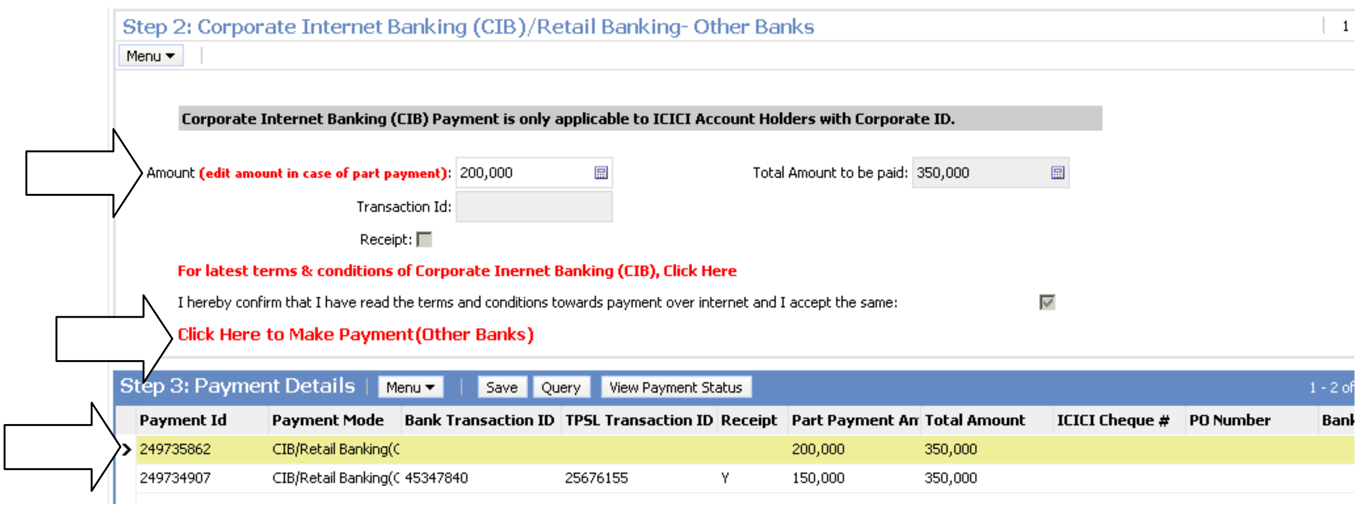
Now we have to make the payment for rest of the balance processing fee.

For making payment via Corporate Internet Banking or Retail Banking, select the option **CIB/Retail Banking(Other Bank).**

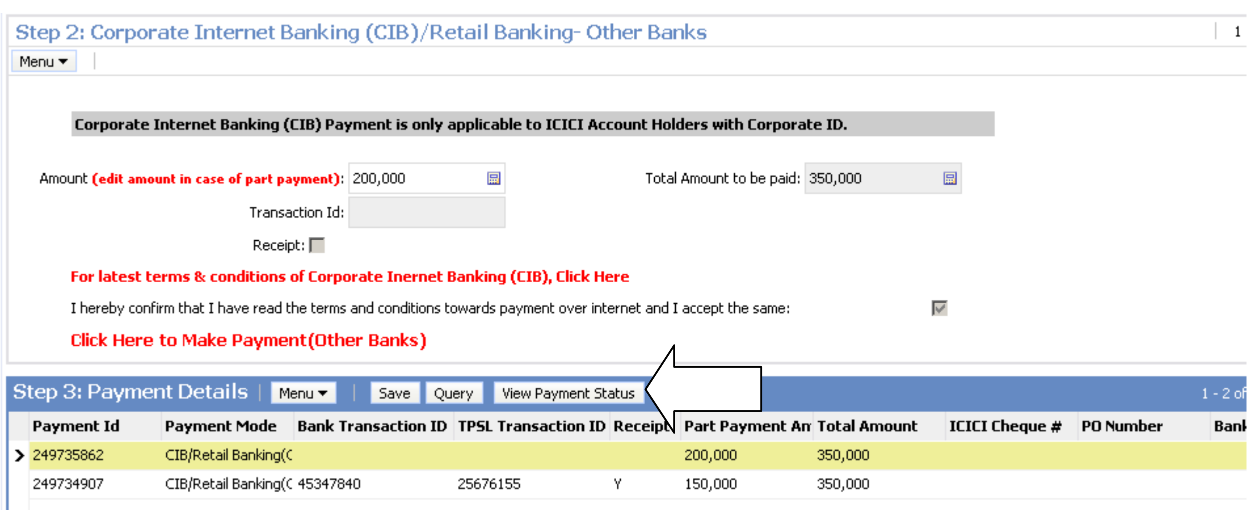


Now on **Step 2: Corporate Internet Banking / Retail Banking -Other Banks**, in this case for making payments by part payment facility we will edit the **Amount (edit amount in case of part payment)** field to **Rs 200,000**.

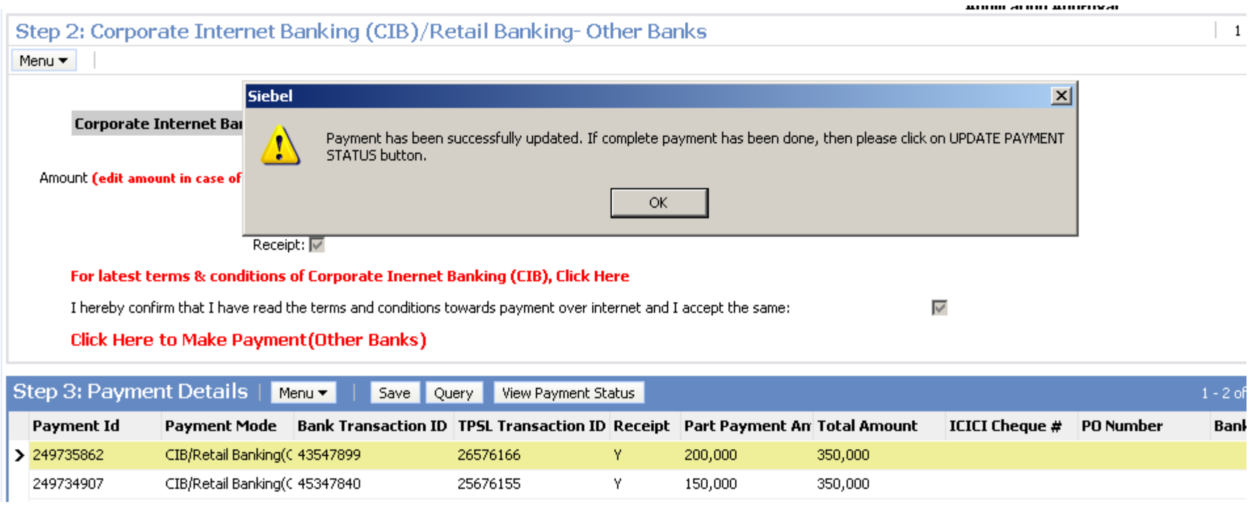
Now on **Step 3: Payment Details,** a payment record containing the payment Id, payment mode and payment amount for your application will be created. Now on **Step 2: Corporate Internet Banking / Retail Banking -Other Banks** click on the link **Click Here to make Payment(Other Banks)**. Make payment same as mentioned in above example.



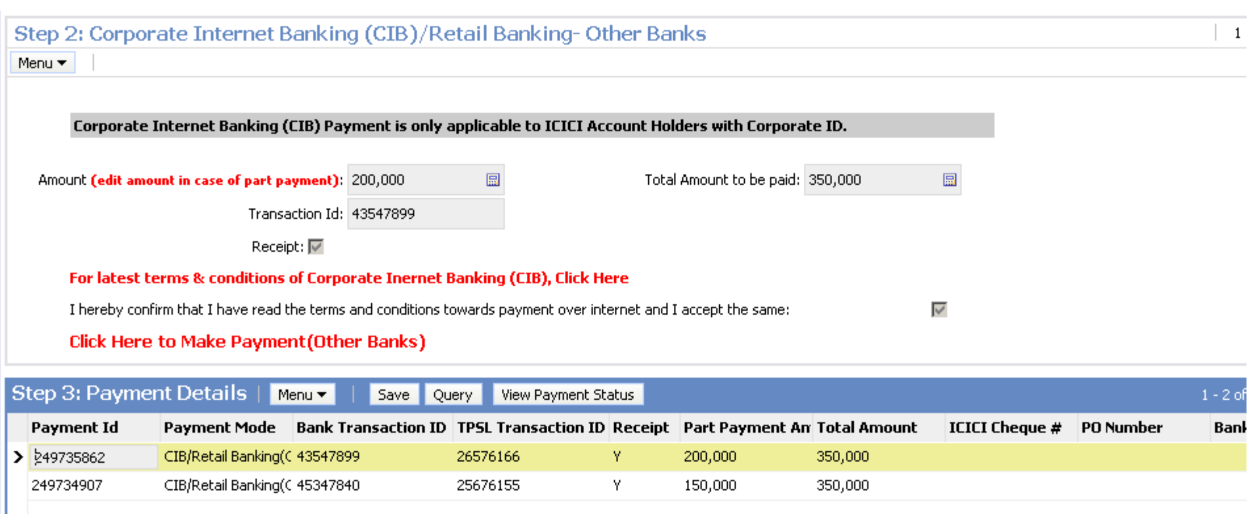
After the payment is successfully done , click on the **View Payment Status** button to view the transaction id.



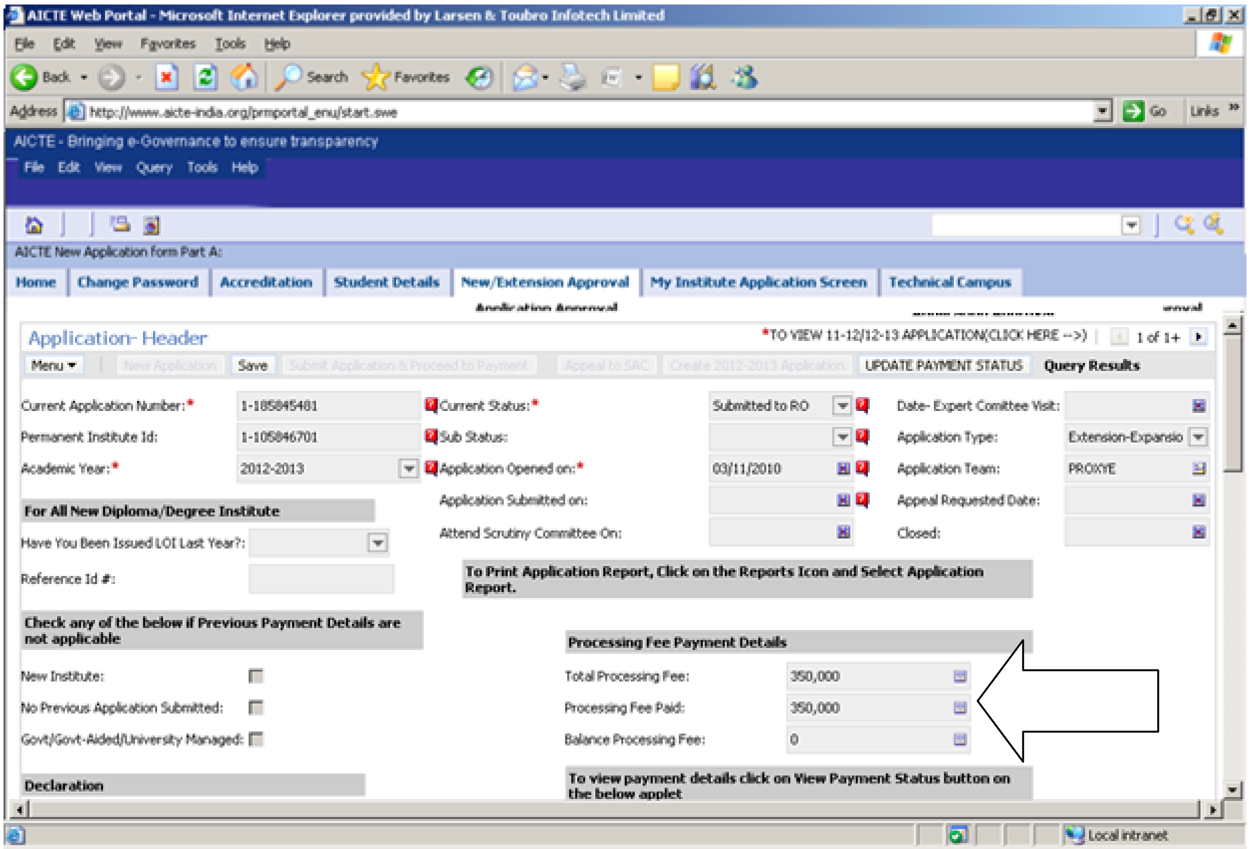
After the **View Payment Status** button is clicked the following popup window will come. Click **OK.**



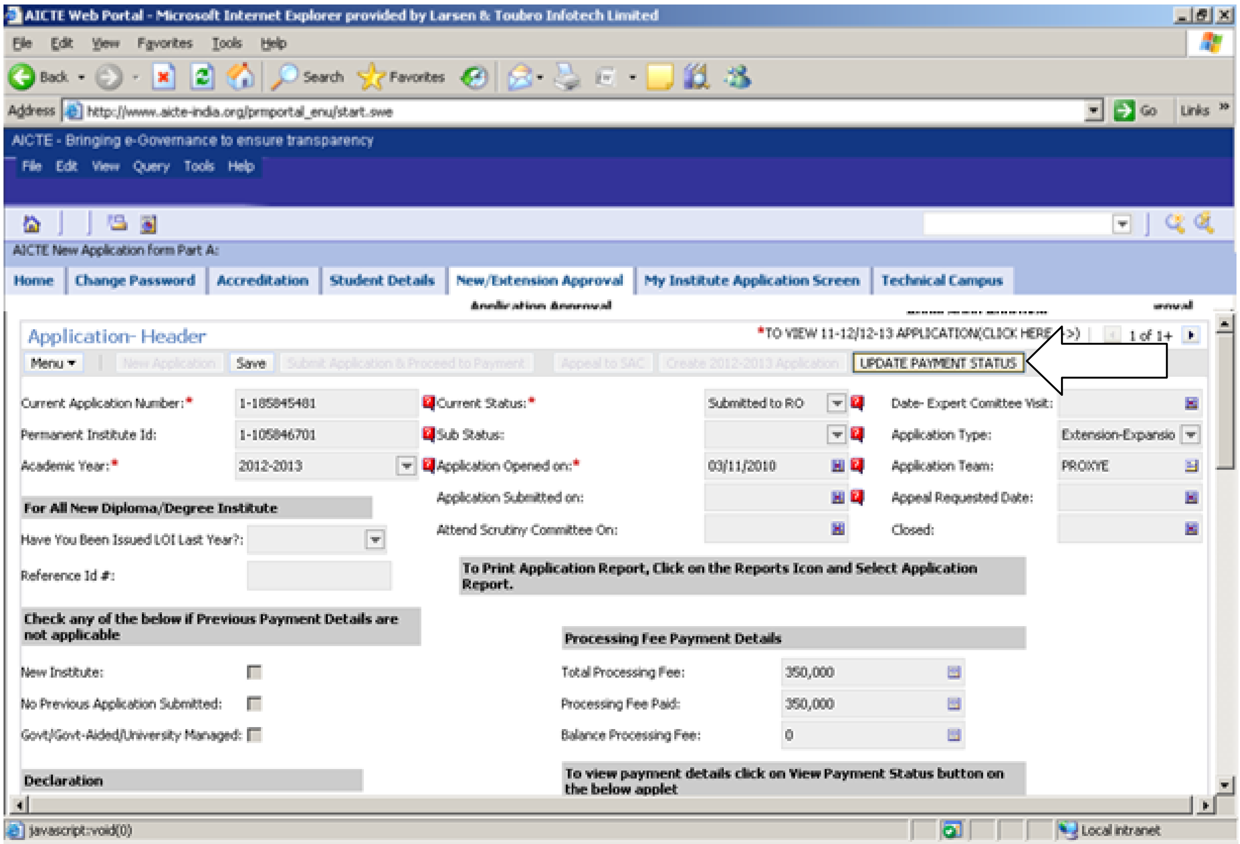
Now in the application you can observe that the Transaction ID, TPSL Transaction Id and Receipt flag are populated. **The payment for this record (amount of Rs 200,000 has been successfully done.**



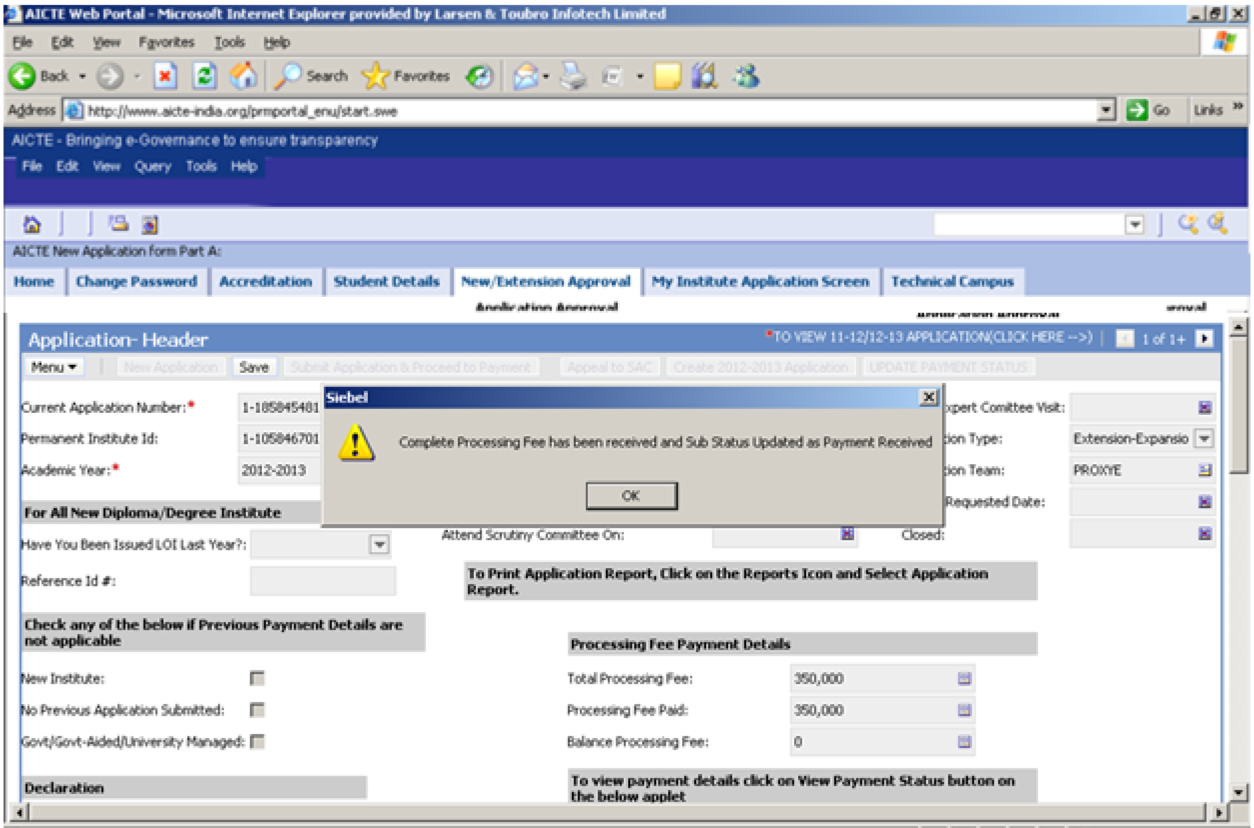
Also you can observe the header form. Here **Total Processing Fee is Rs 350,000**. The **processing fee paid so far is Rs 350,000** and the **Balance processing fee to be paid is Rs 0.** Now we can observer that the full processing fee amount has been paid.



After full processing fee payment is done, now click on the **UPDATE PAYMENT STATUS** button to change the sub status of the application as **Payment Received.**

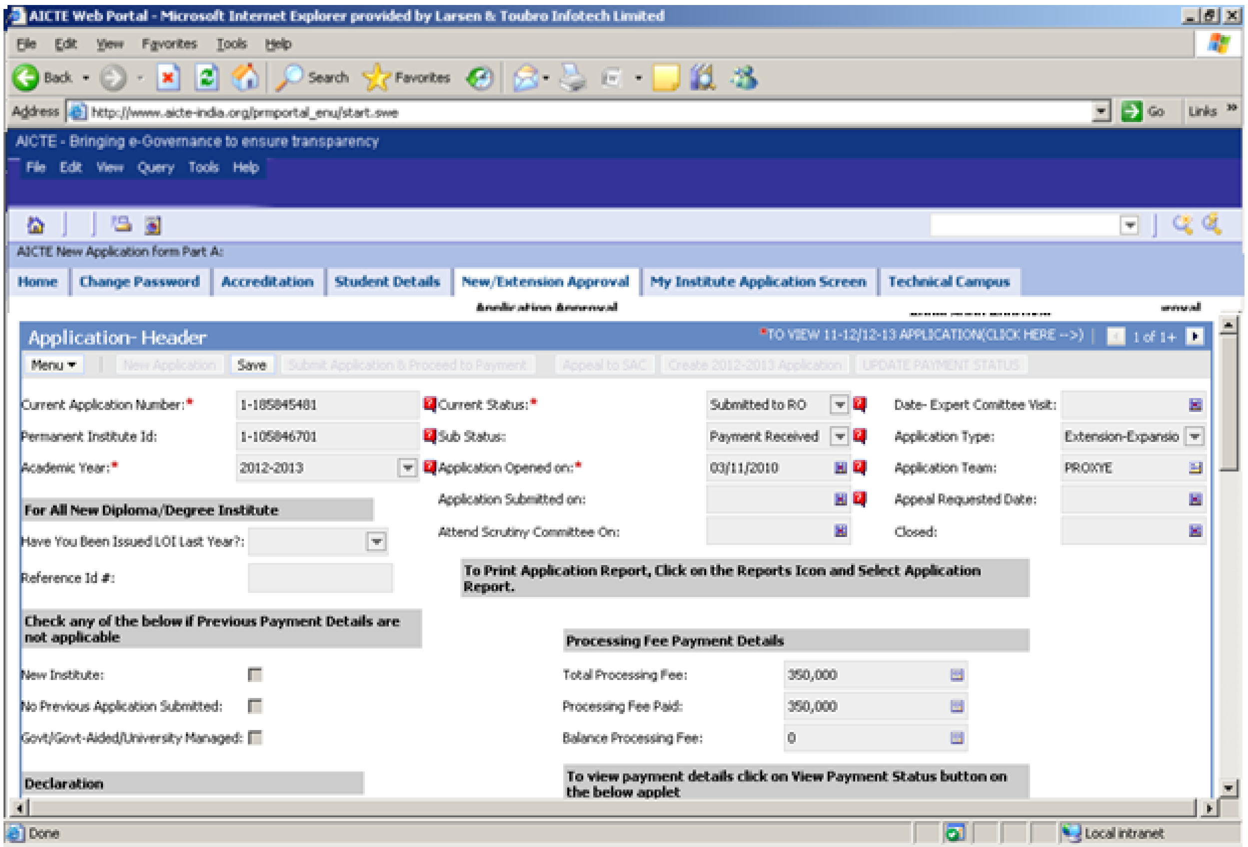


Click **OK.**

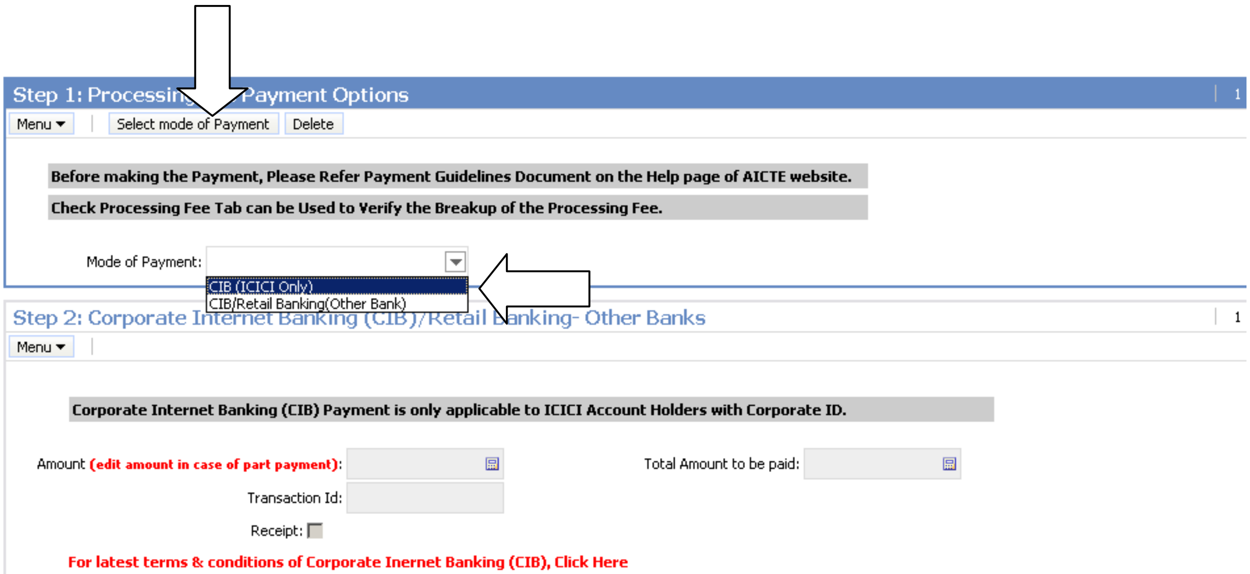


AICTE Web Portal - Microsoft Internet Explorer provided by Larsen & Toubro Infotech Limited
http://www.aicte-india.org/prmportal_enu/start.swe
AICTE - Bringing e-Governance to ensure transparency
AICTE New Application form Part A:
Home
Change Password
Accreditation
Student Details
New/Extension Approval
My Institute Application Screen
Technical Campus
Application- Header
Siebel
Complete Processing Fee has been received and Sub Status Updated as Payment Received
OK
Current Application Number:
Permanent Institute Id:
Academic Year:
2012-2013
For All New Diploma/Degree Institute
Have You Been Issued LOI Last Year?:
Reference Id #:
Check any of the below if Previous Payment Details are not applicable
New Institute:
No Previous Application Submitted:
Govt/Govt-Aided/University Managed:
Declaration
To Print Application Report, Click on the Reports Icon and Select Application Report.
Processing Fee Payment Details
Total Processing Fee:
350,000
Processing Fee Paid:
350,000
Balance Processing Fee:
0
To view payment details click on View Payment Status button on the below applet

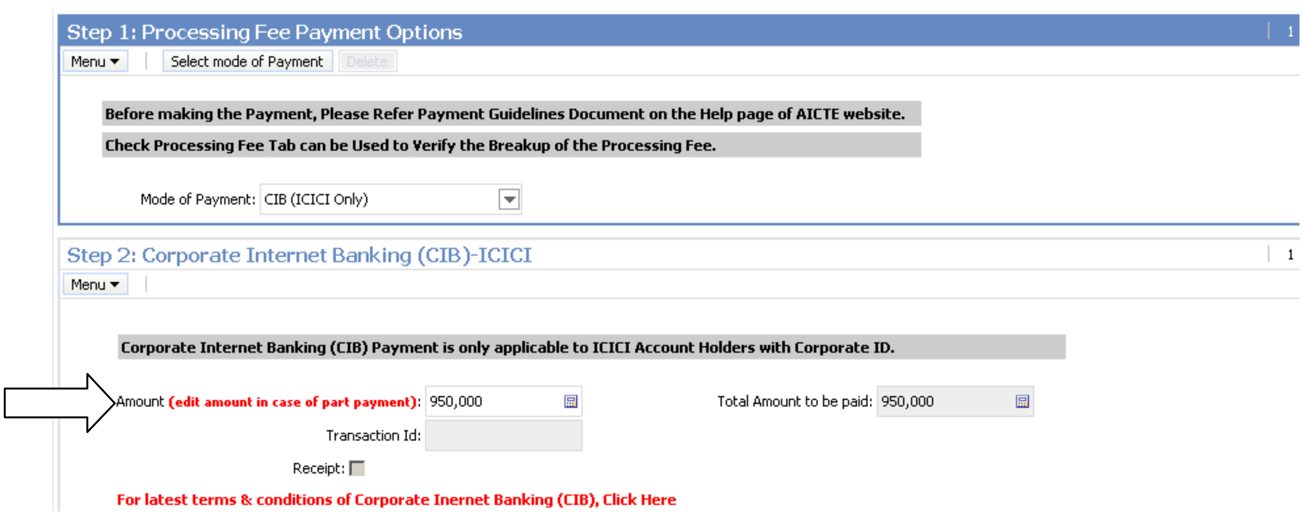
As we can observe, now the sub status has been changes to **Payment Received.**



For making payment via Corporate Internet Banking of ICICI Bank, select the option **CIB (ICICI Only).**



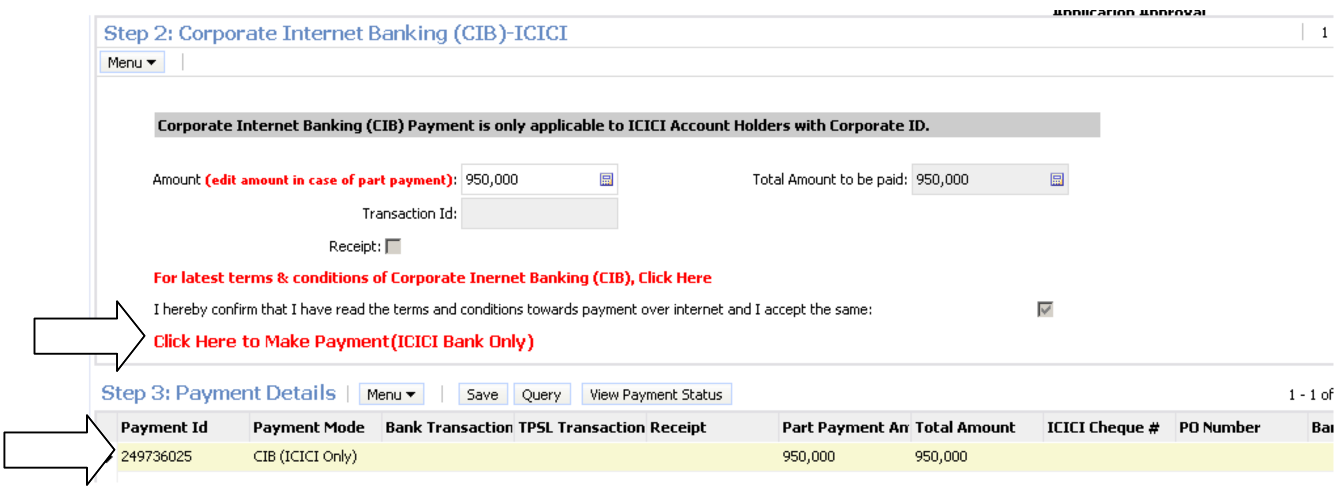
Now on **Step 2: Corporate Internet Banking / Retail Banking -Other Banks**, **edit amount only in case of making processing fee payment by using the part payments facility.** Institutes who want to make the payment for the whole processing fee amount in one payment transaction, should not edit this amount.



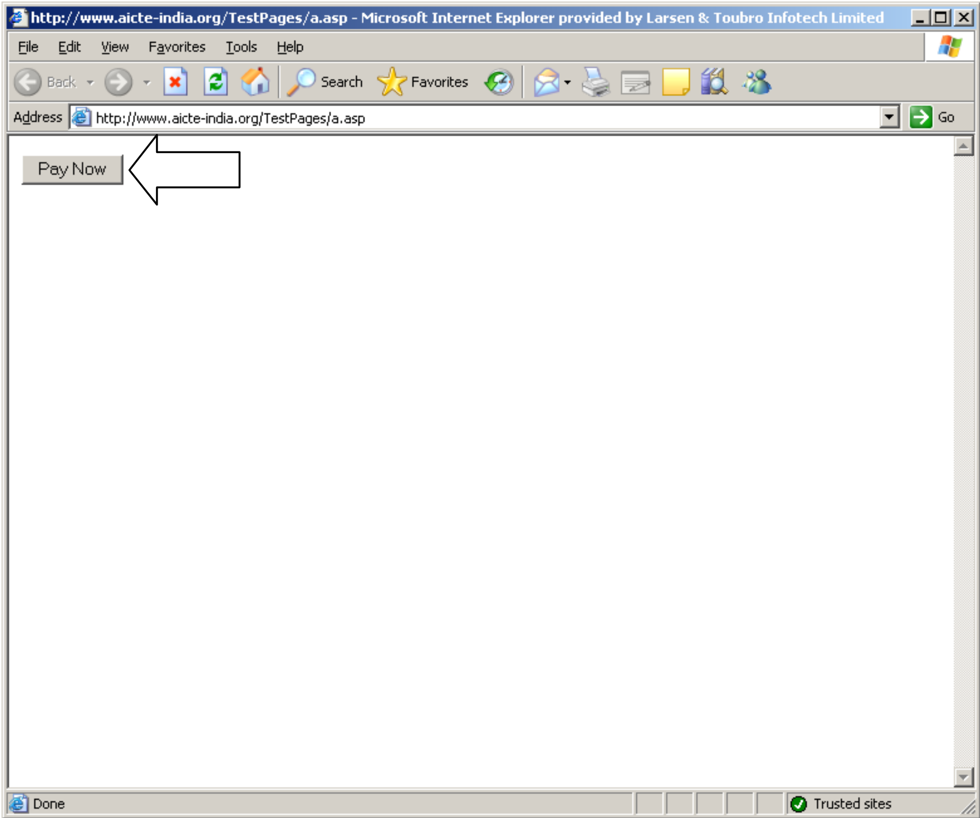
For Example:

Here we can observe that **Total Amount to be paid is Rs 950,000.** If the institute wants to make the payment for whole of the processing fee amount in one transaction, then the **Amount (edit amount in case of part payment)** field **should not be edited**. If the institute wants to make the processing fee payment in parts then the amount in **Amount (edit amount in case of part payment)** field can be edited. In this case for making payments by part payment facility we will not edit the **Amount (edit amount in case of part payment).**

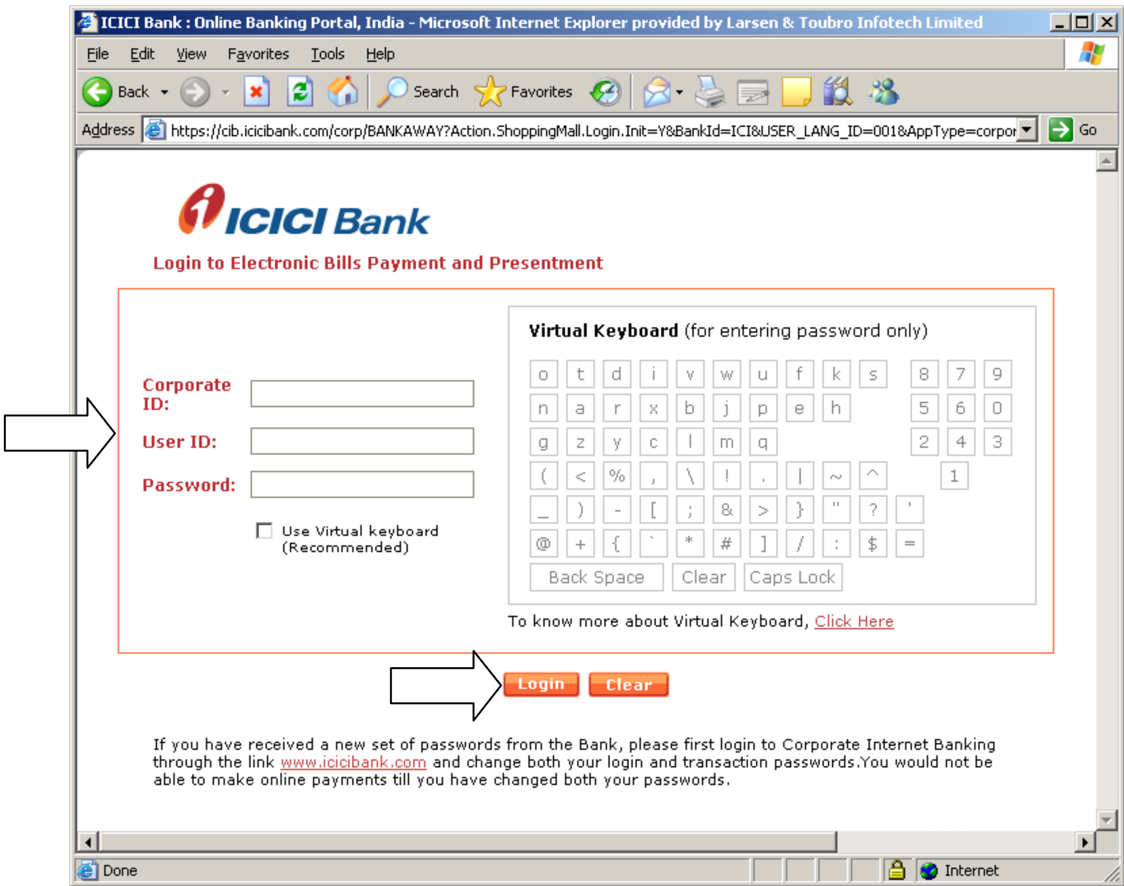
Now on **Step 3: Payment Details,** a payment record containing the payment Id, payment mode and payment amount for your application will be created. Now on **Step 2: Corporate Internet Banking (CIB)-ICICI** click on the link **Click Here to make Payment(ICICI Bank Only)**.



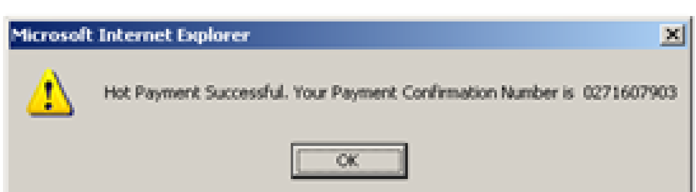
You will be redirected to the AICTE page for CIB ICICI payment. Click on the **Pay Now** button.



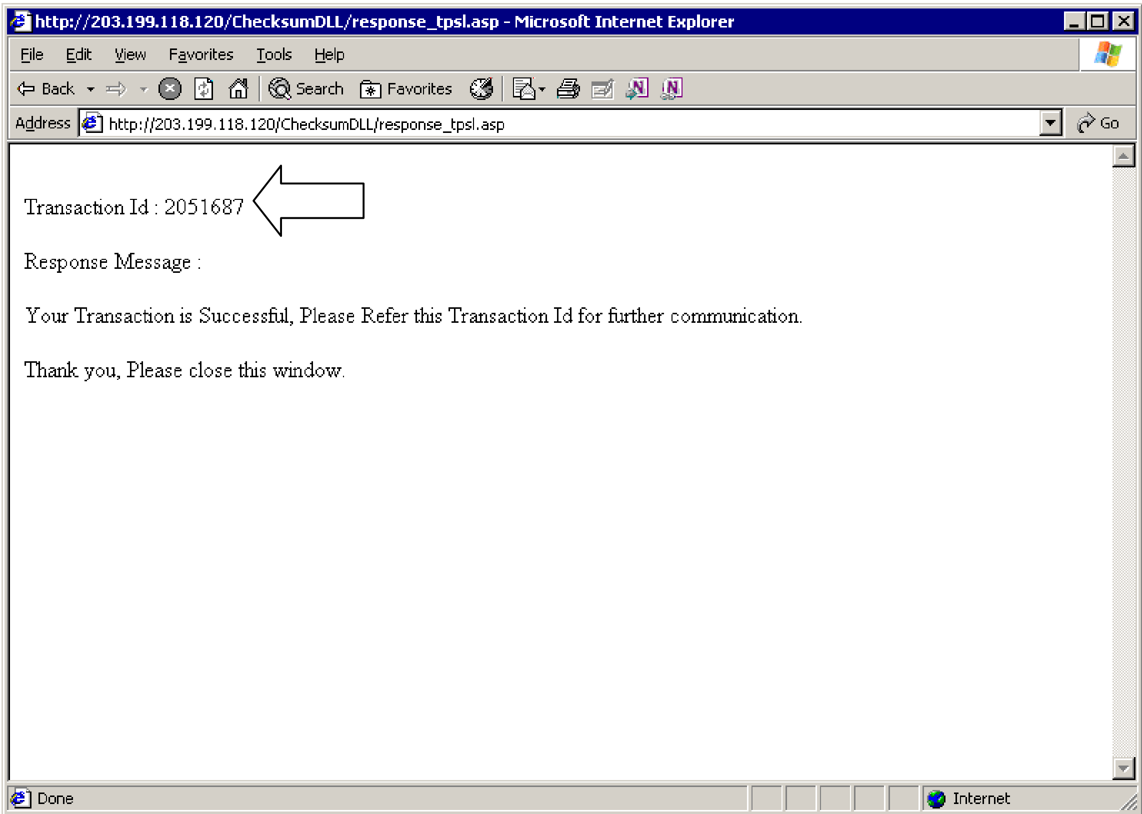
Now you will be redirected to **ICICI Banks CIB Payment** page. Enter the **Corporate ID / User ID / Password** and click on the **Login** button.



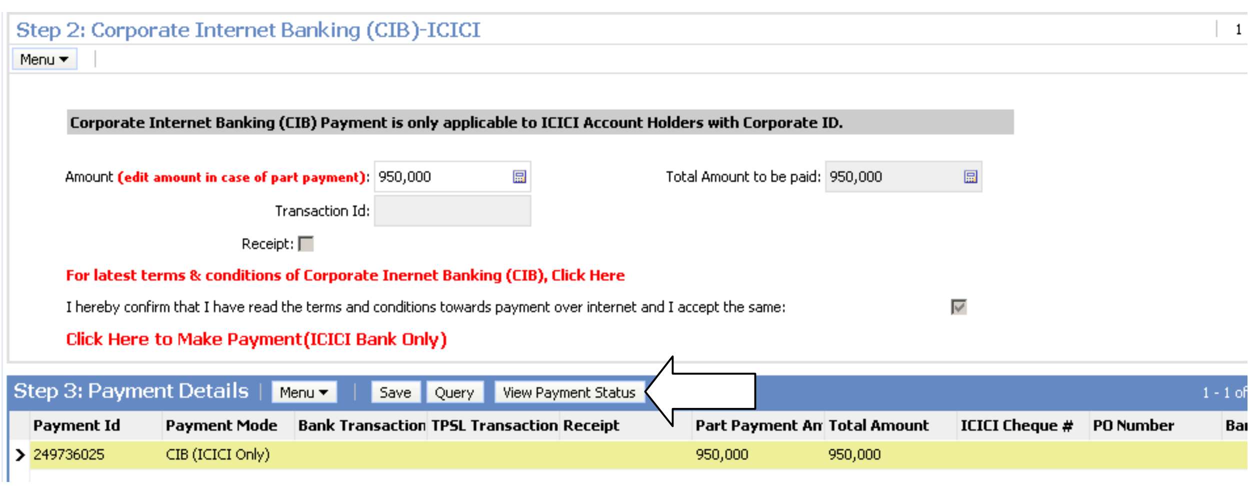
After you have successfully made the payment from your bank account, the below pop up message will be displayed. Click on **OK.**



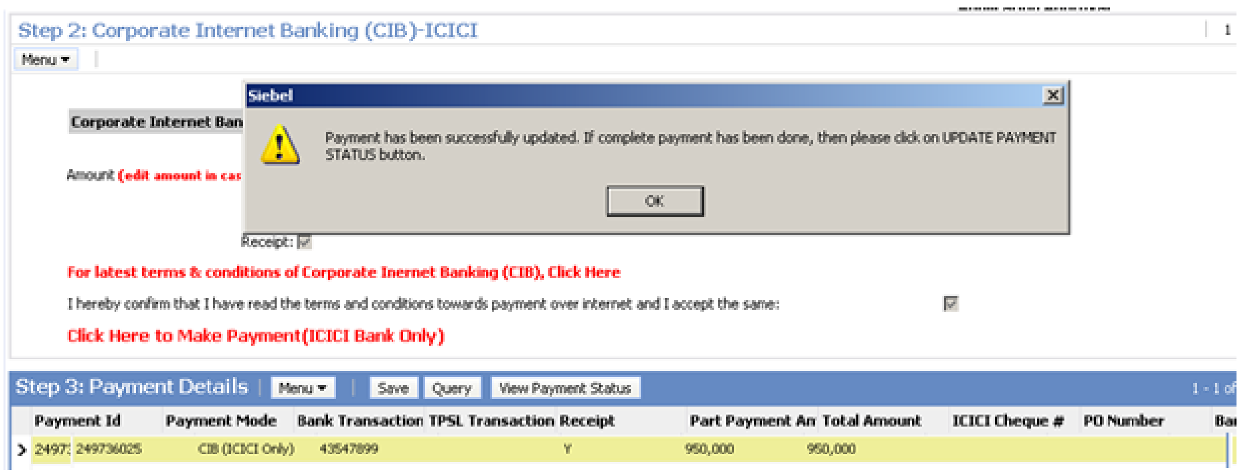
Now you will be redirected to the response page, note down the **Transaction Id,** you can now close the window.



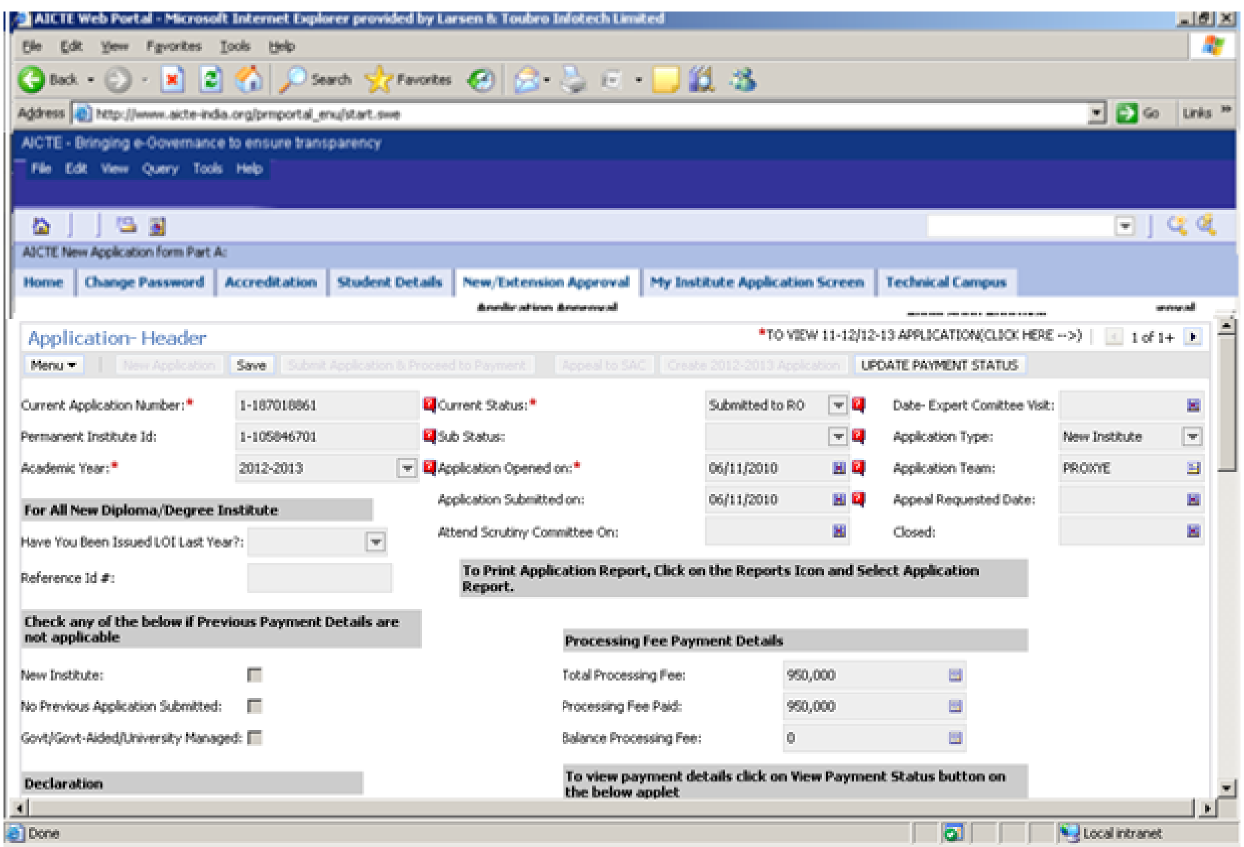
Now click on the **View Transaction ID** button to view the transaction id.



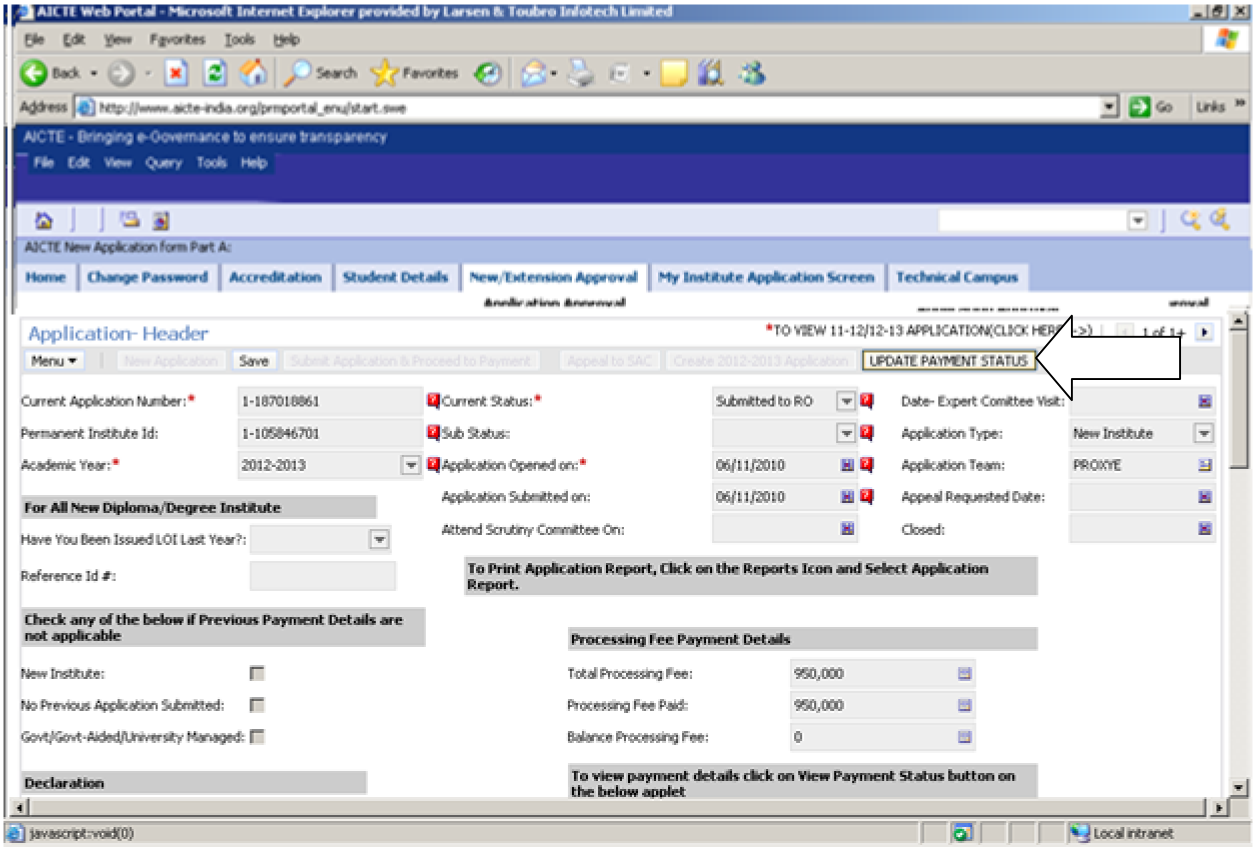
Now in the application you can observe that the Transaction ID and Receipt flag are populated. **The payment for this record (amount Rs 950,000) has been successfully done.** Click **OK.**



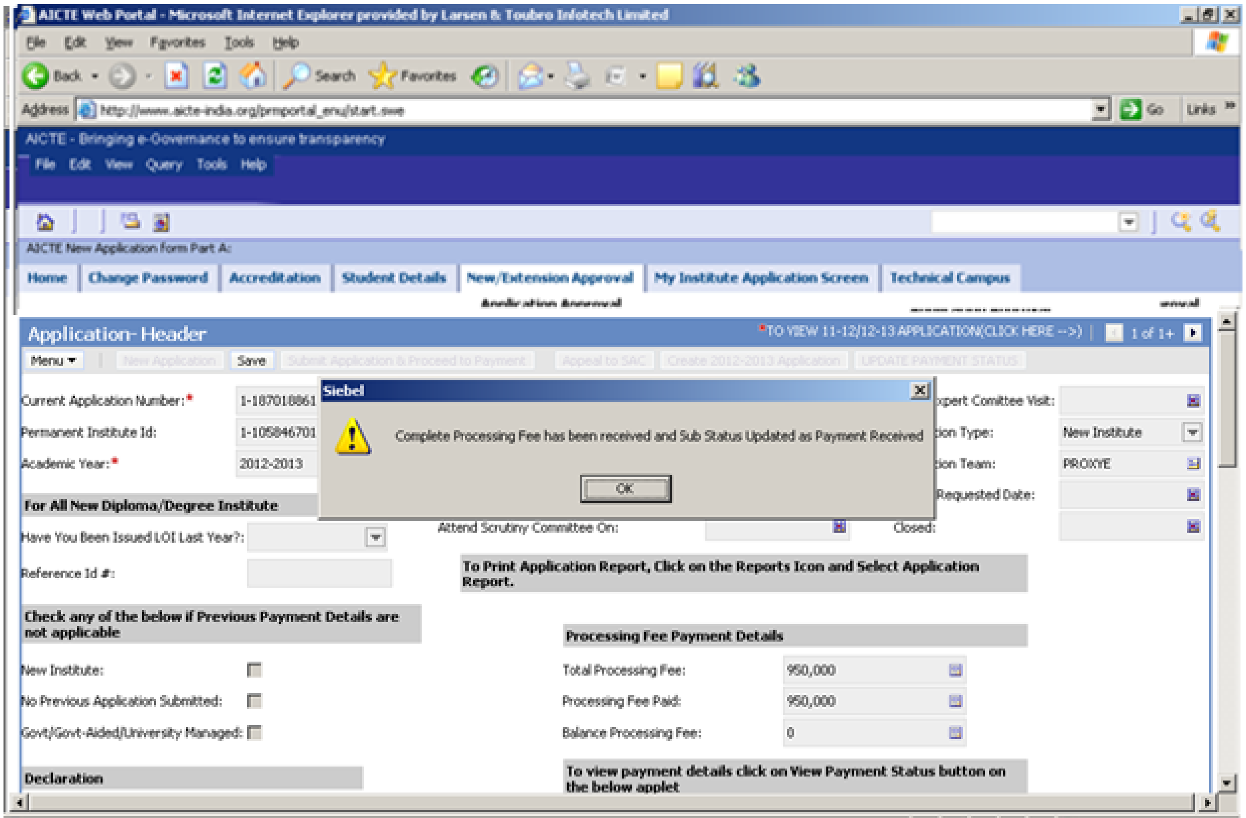
Also you can observe the header form. Here **Total Processing Fee is Rs 950,000**. The **processing fee paid so far is Rs 950,000** and the **Balance processing fee to be paid is Rs 0.** Now we can observer that the full processing fee amount has been paid.



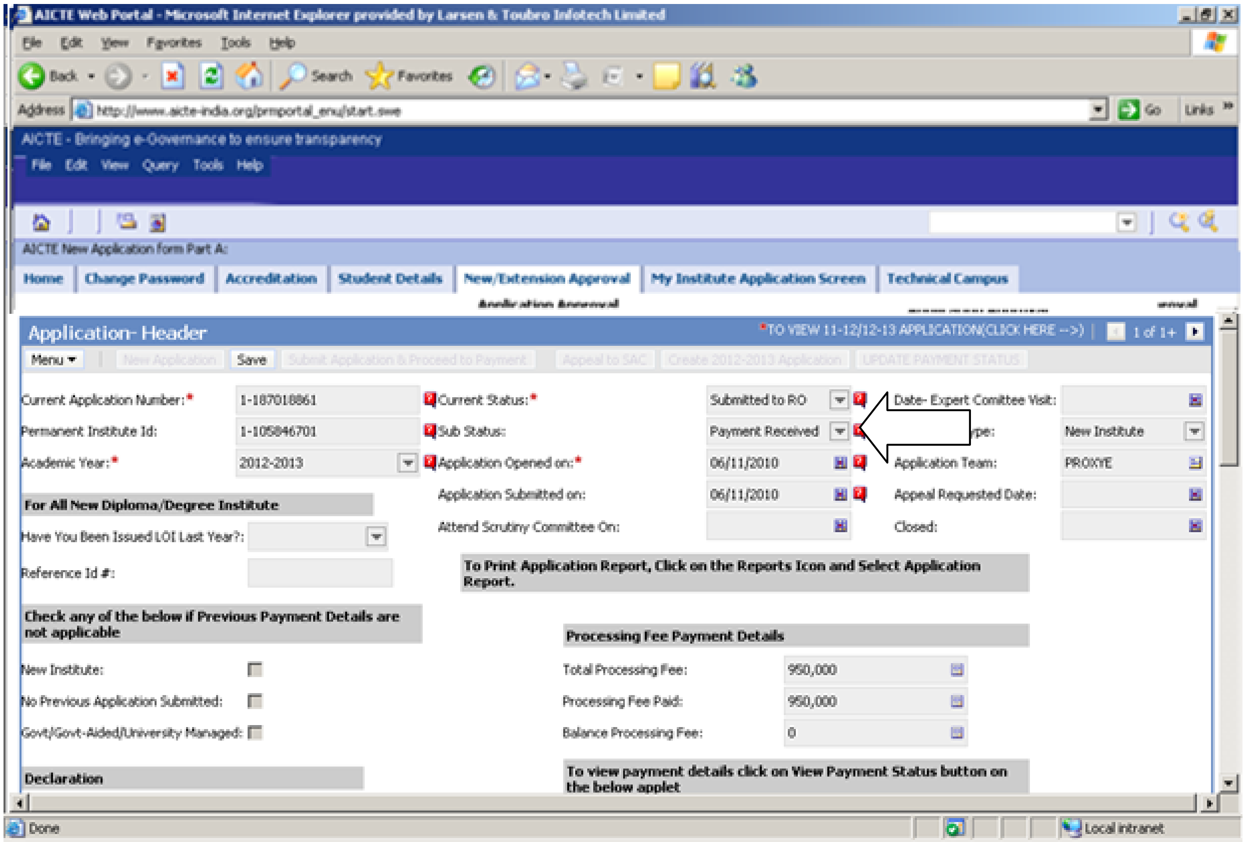
After full processing fee payment is done, now click on the **UPDATE PAYMENT STATUS** button to change the sub status of the application as **Payment Received.**



Click **OK.**


AICTE Web Portal - Microsoft Internet Explorer provided by Larsen & Toubro Infotech Limited
AICTE - Bringing e-Governance to ensure transparency
AICTE New Application form Part A:
Home
Change Password
Accreditation
Student Details
New/Extension Approval
My Institute Application Screen
Technical Campus
Application- Header
Siebel
Complete Processing Fee has been received and Sub Status Updated as Payment Received
OK
Current Application Number:
Permanent Institute Id:
Academic Year:
2012-2013
For All New Diploma/Degree Institute
Have You Been Issued LOI Last Year?:
Reference Id #:
Check any of the below if Previous Payment Details are not applicable
New Institute:
No Previous Application Submitted:
Govt/Govt-Aided/University Managed:
Declaration
To Print Application Report, Click on the Reports Icon and Select Application Report.
Processing Fee Payment Details
Total Processing Fee:
950,000
Processing Fee Paid:
950,000
Balance Processing Fee:
0
To view payment details click on View Payment Status button on the below applet

Also you can observe that the sub status of the application is changed to **Payment Received.**



Note :-

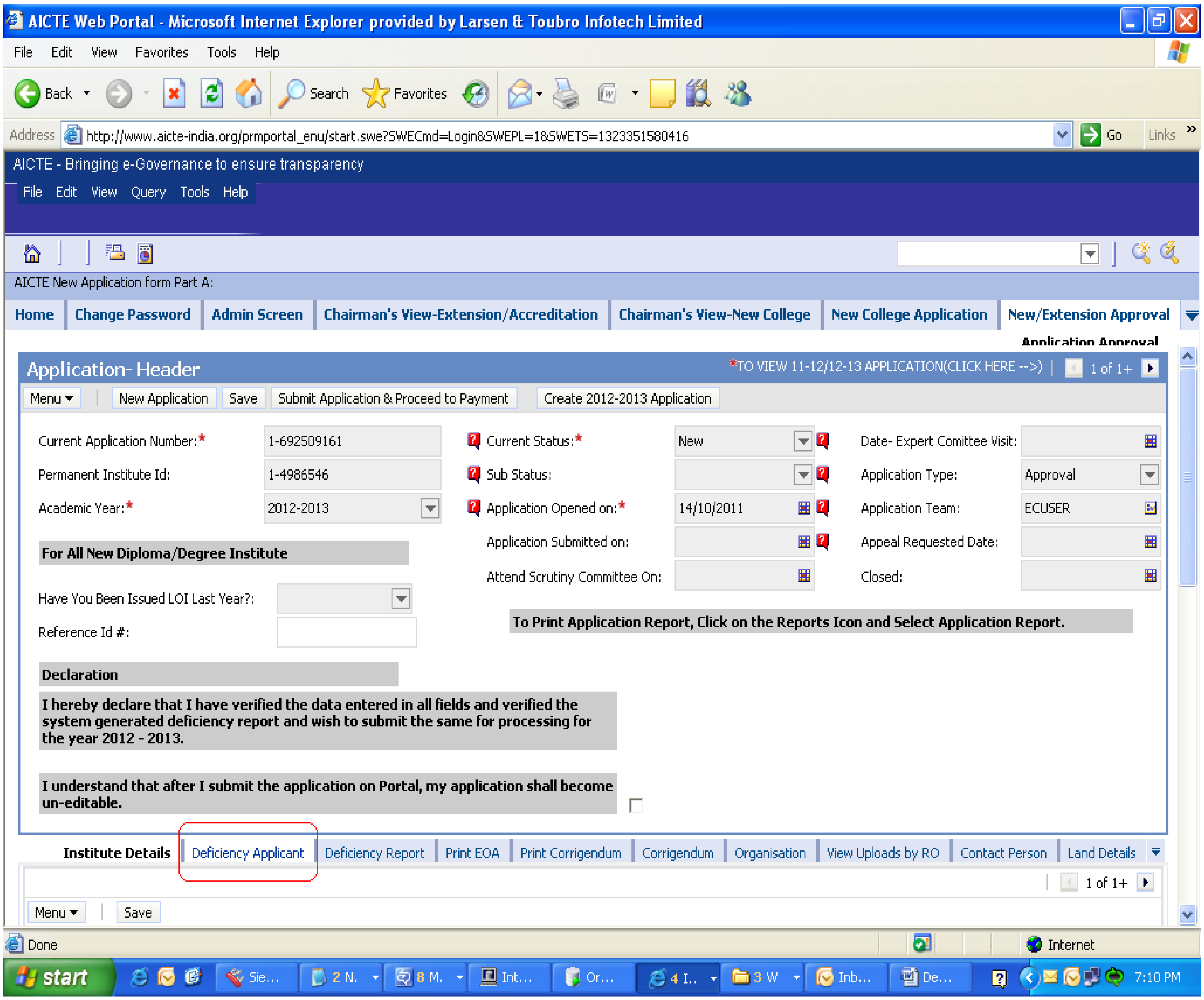
For Institutes which have Corporate Internet Banking access from respective banks having **Maker/Checker/Authorizer Levels,** care should be taken that all individuals **approve** the payment for AICTE. The above is applicable to all Corporate Internet Banking payments made **via ICICI Bank** or **via any other Bank** mentioned in List of Banks available for payment.

For queries related to issues faced in Payments, you can send mail to payment.query@aicte-india.org containing the following details:

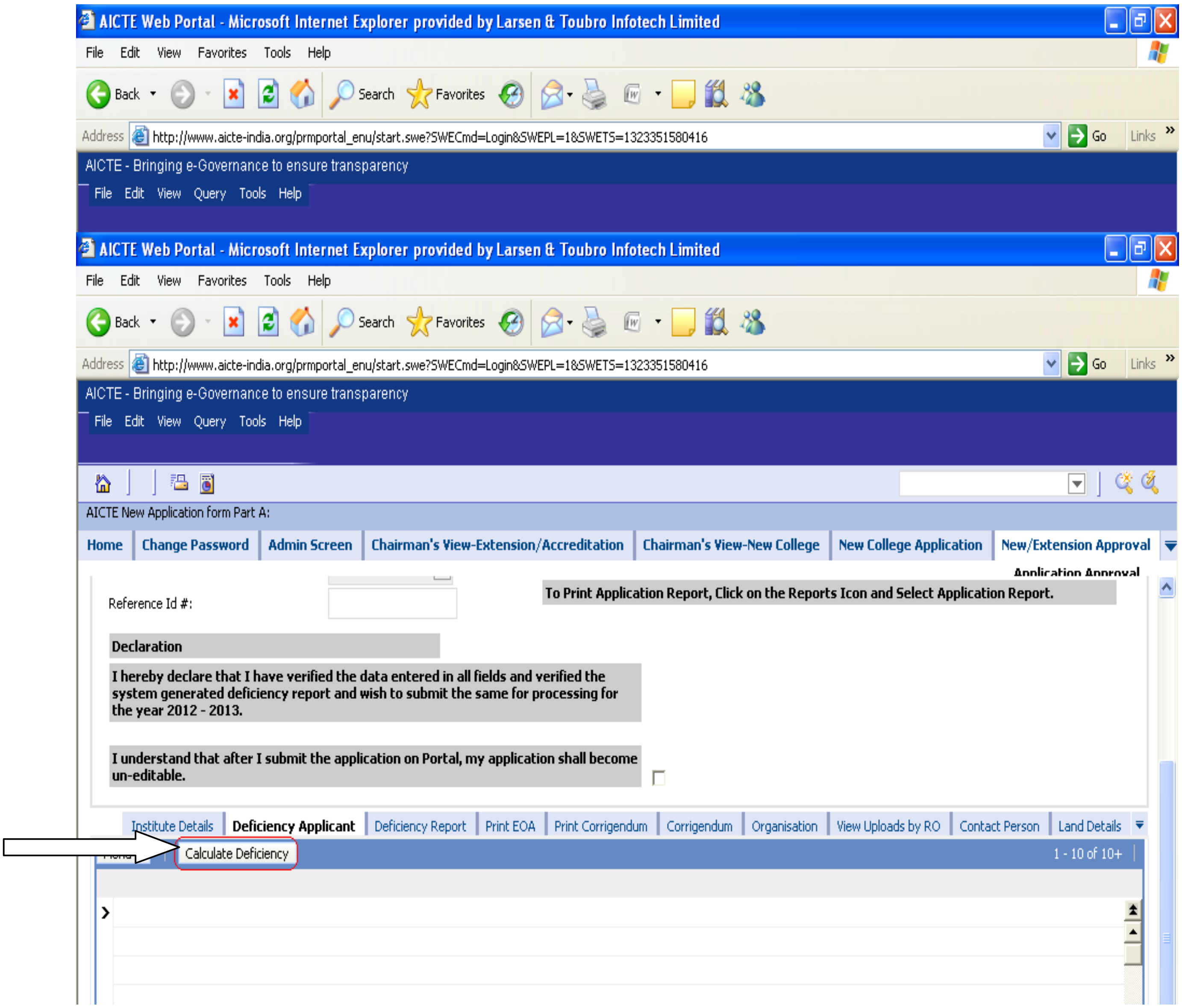
1. **Date & Time of Payment**
2. **Name of the Bank**
3. **Name of Account Holder**
4. **Account Number**
5. **Mode of Payment (CIB or Retail Banking)**
6. **Payment Conformation Number**
7. **Amount**
8. **Bank Transaction Id**
9. **TPSL Transaction Id (applicable for payments via CIB/Retail Banking(Other Banks))**
10. **Application Number**
11. **Payment Id**

Deficiency Report

To generate deficiency Report for the specific application select Deficiency Applicant Tab in the below given tabs.

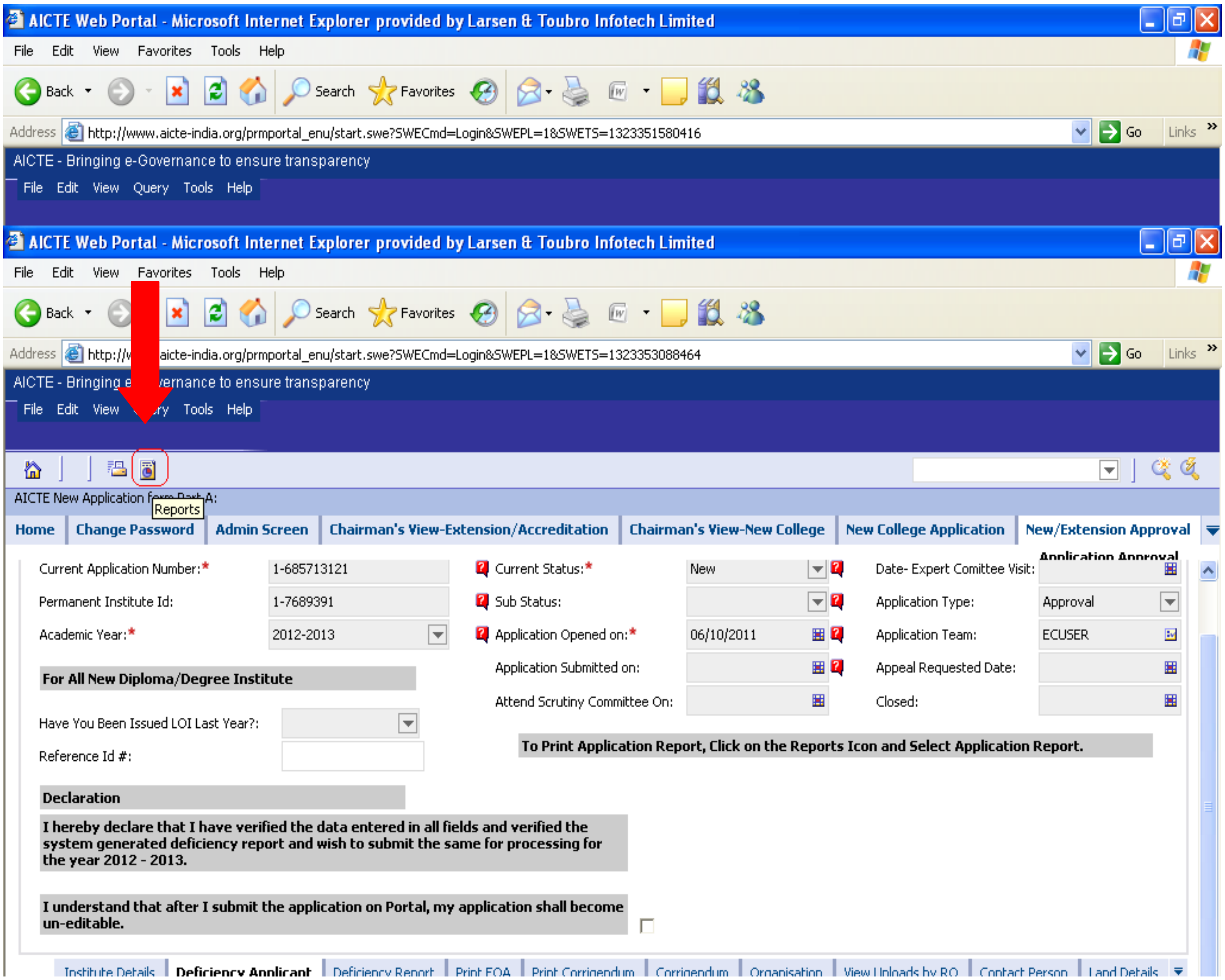


Click On Calculate Deficiency Button as shown below.

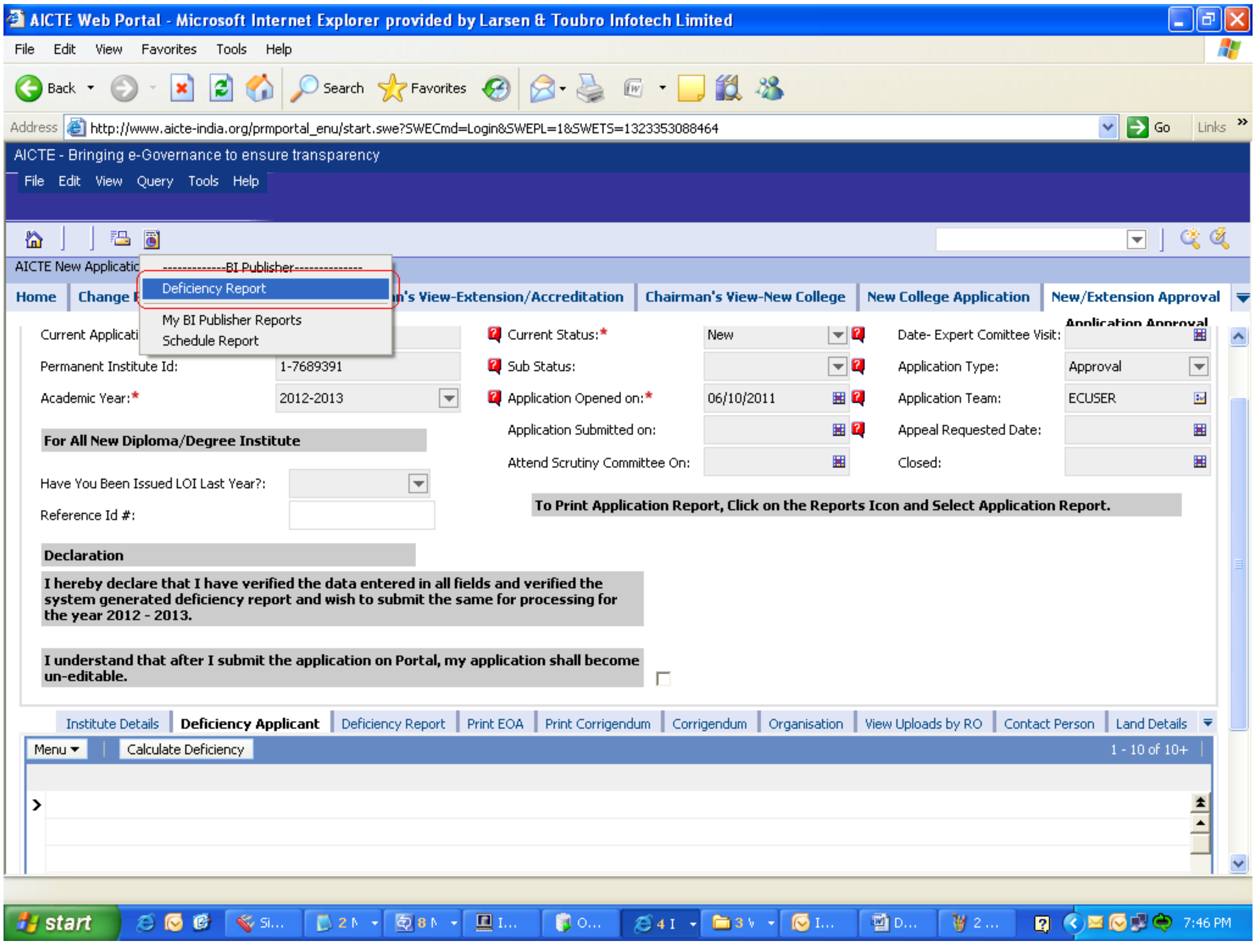


System will take few moments to calculate deficiency.

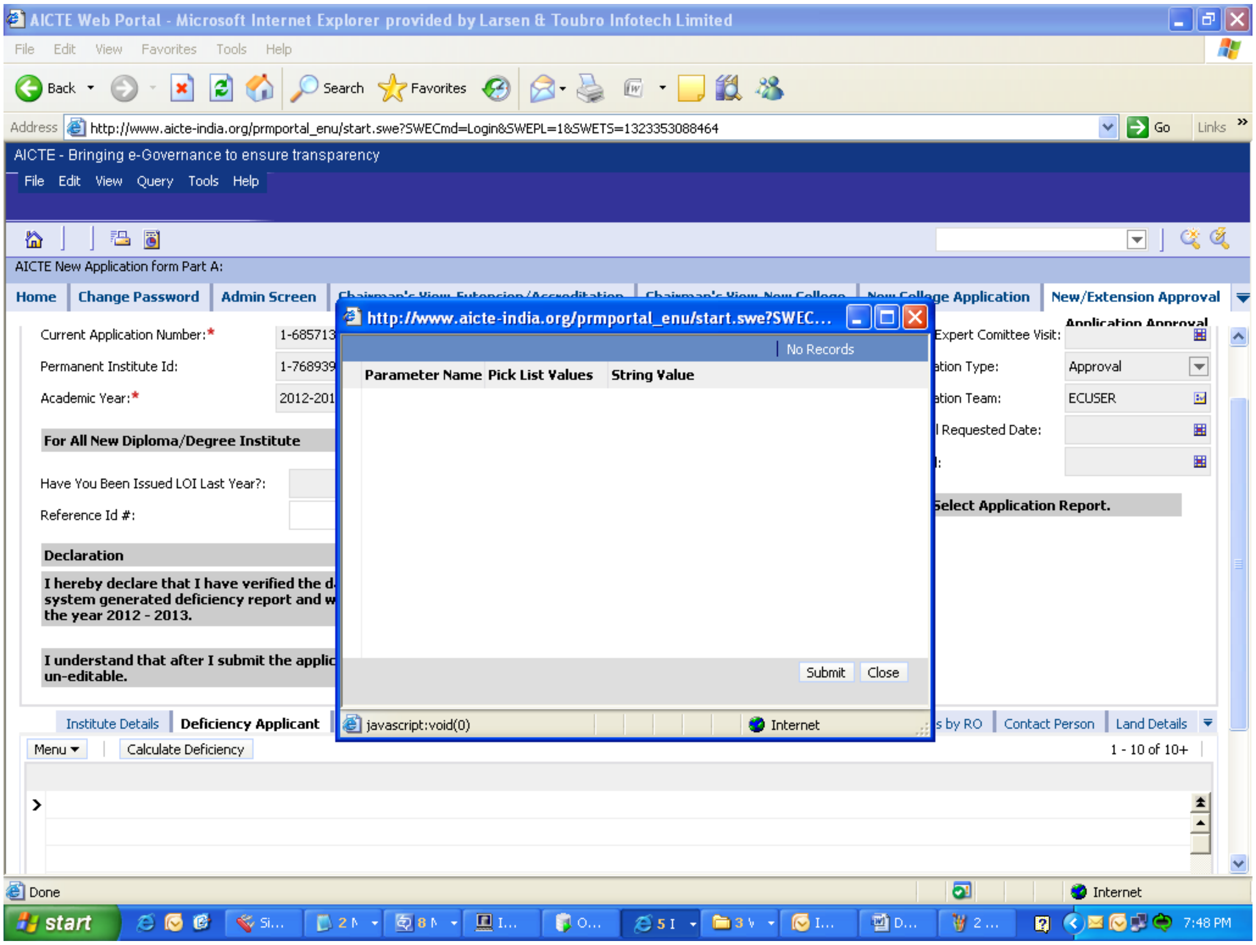
To generate all calculations in Single PDF report format Click on Reports Icon as shown below.



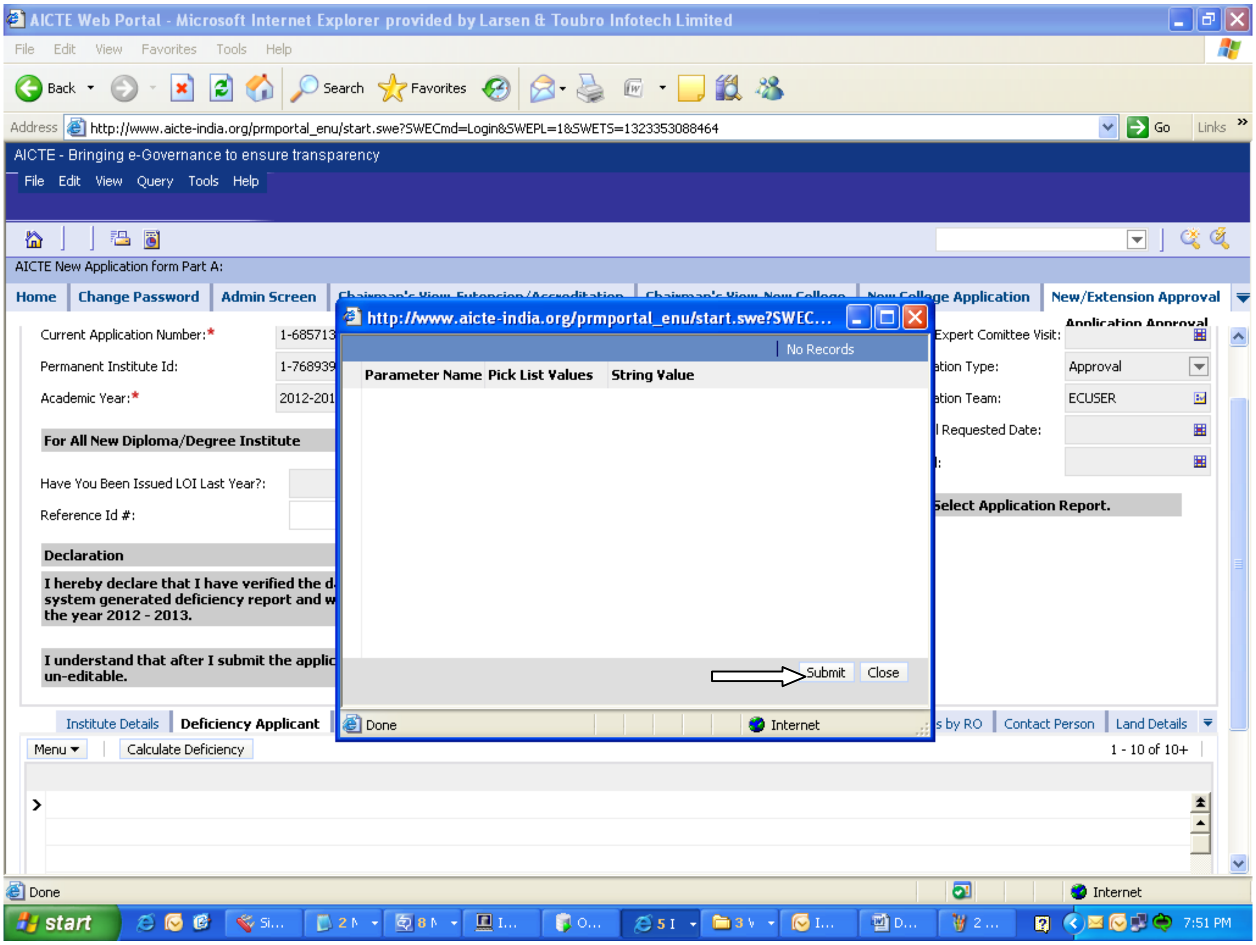
Select Deficiency Report as shown below



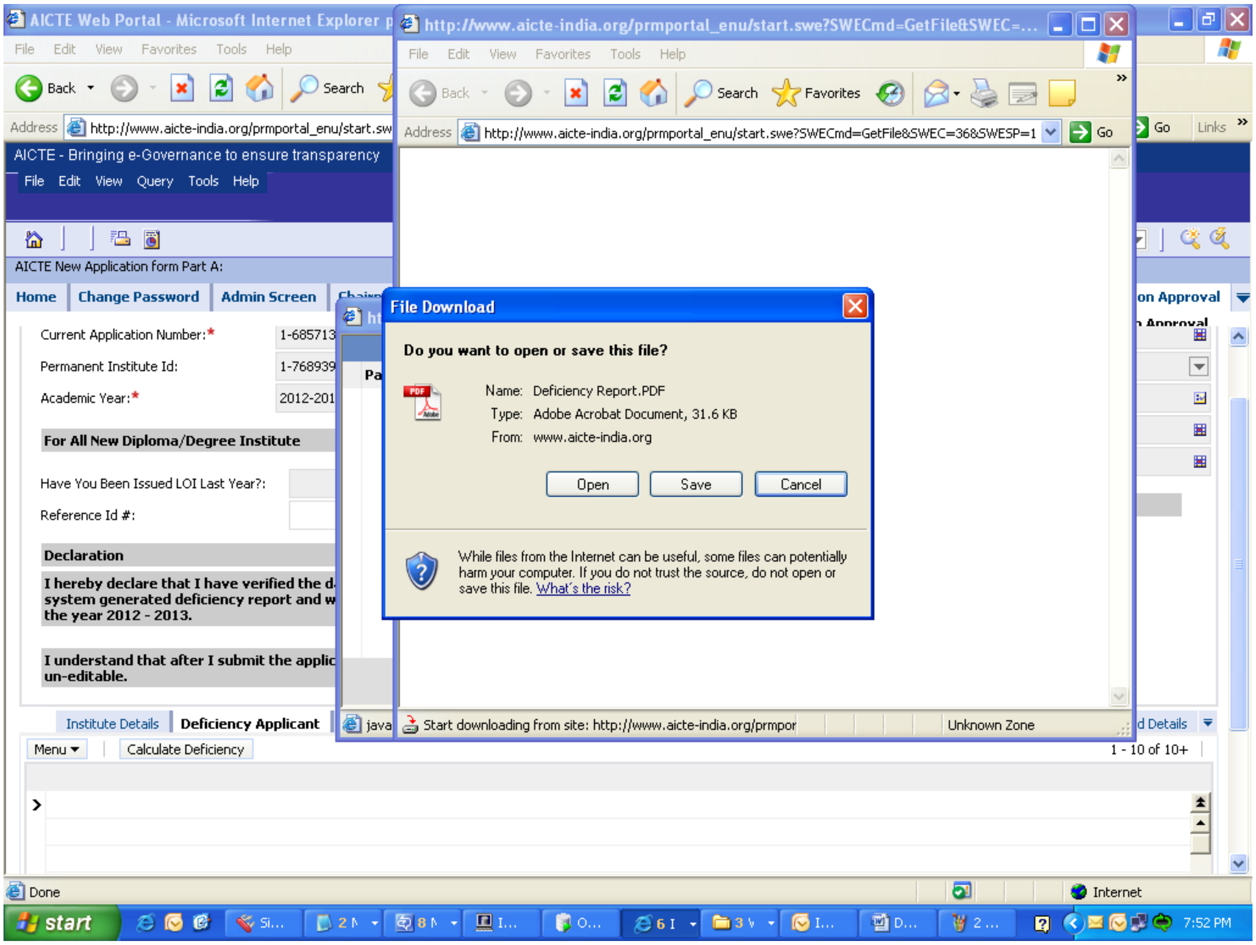
Below following window will open.



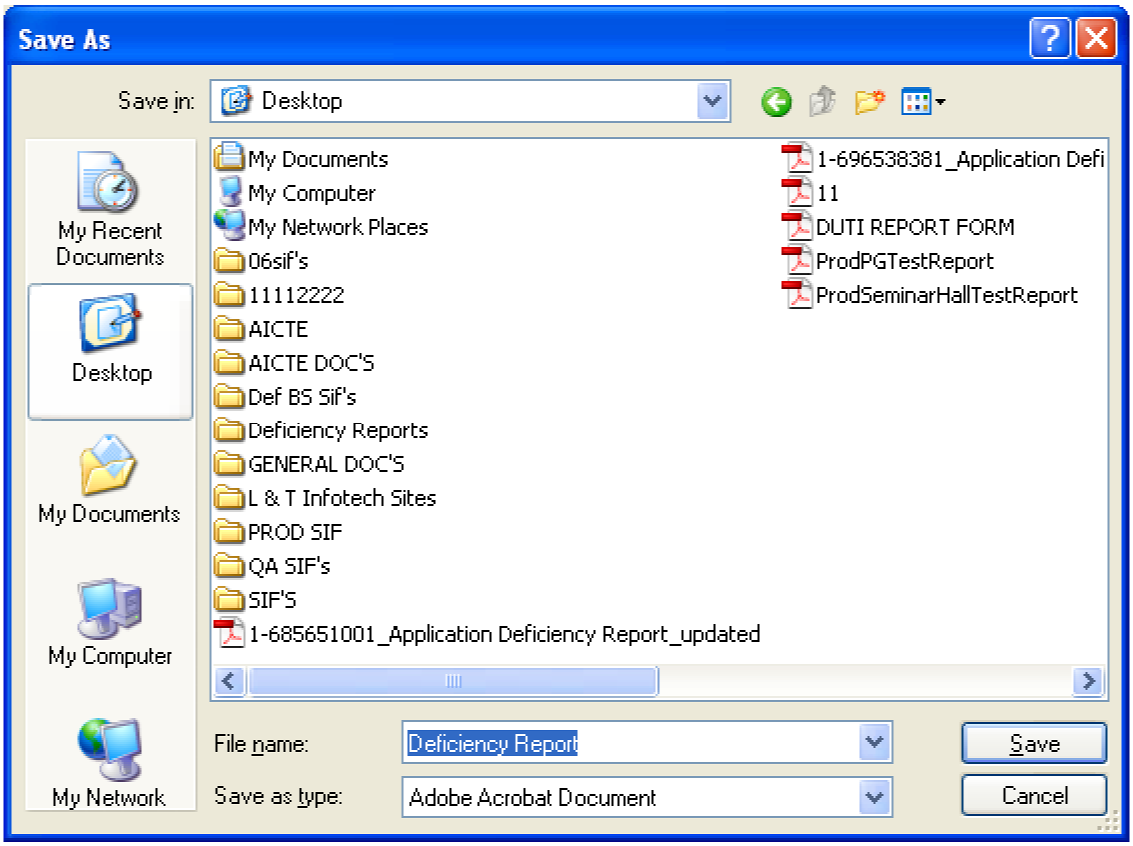
Click on Submit Button


AICTE Web Portal - Microsoft Internet Explorer provided by Larsen & Toubro Infotech Limited
AICTE - Bringing e-Governance to ensure transparency
AICTE New Application form Part A:
Home
Change Password
Admin Screen
New College Application
New/Extension Approval
Current Application Number:*
Permanent Institute Id:
Academic Year:*
For All New Diploma/Degree Institute
Have You Been Issued LOI Last Year?:
Reference Id #:
Declaration
http://www.aicte-india.org/prmportal_enu/start.swe?SWEC...
No Records
Parameter Name
Pick List Values
String Value
Submit
Close
Done
Internet
Approval
ECUSER
Select Application Report.
Institute Details
Deficiency Applicant
Contact Person
Land Details
Menu
Calculate Deficiency
1 - 10 of 10+
start
7:51 PM

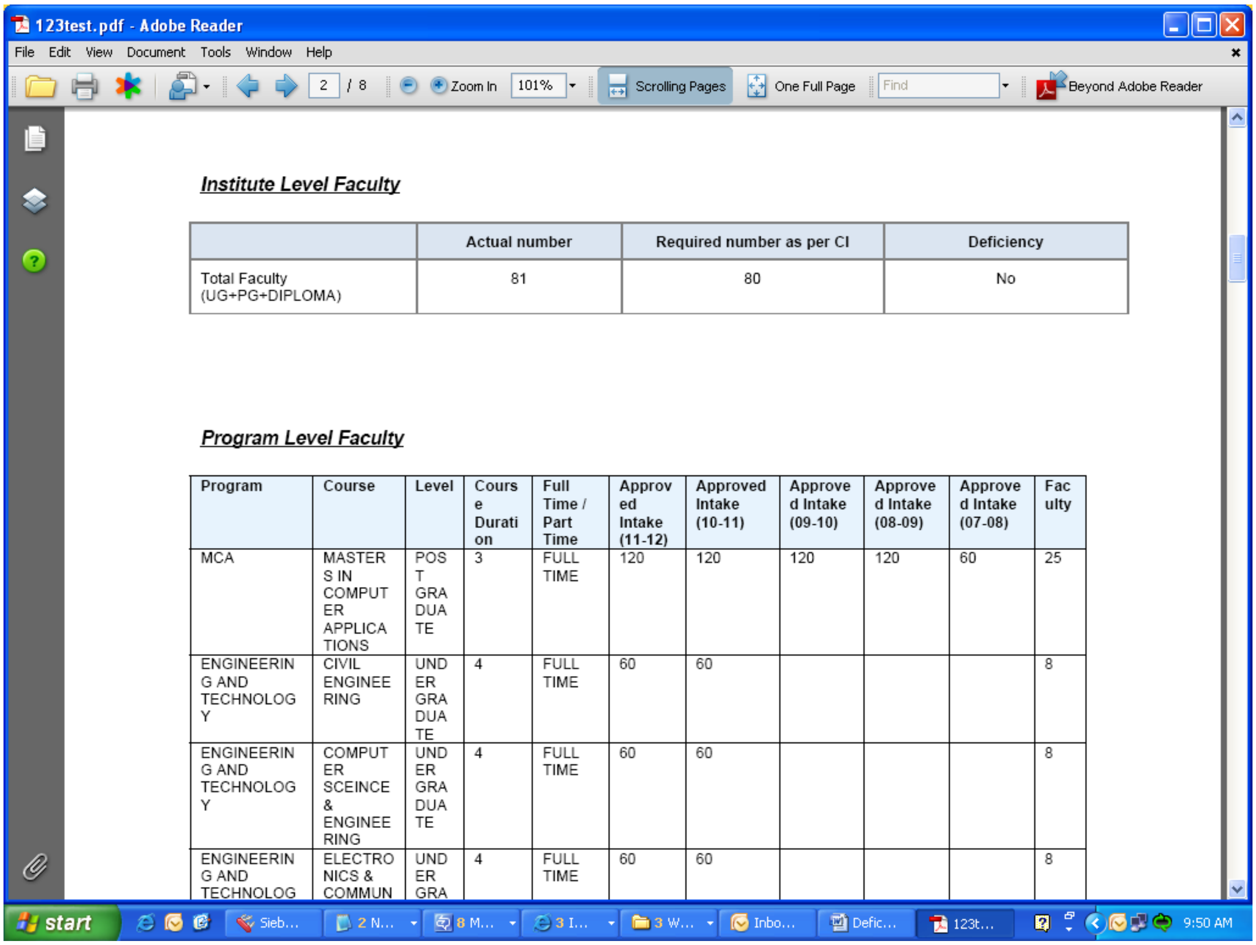
PDF Report will be generated and pop up window will appear to open or save the PDF.



Open / Save it to specific location with specific name of user's interest



Now user can Open the PDF Report and verify all report data and any deficiency in it as shown below.

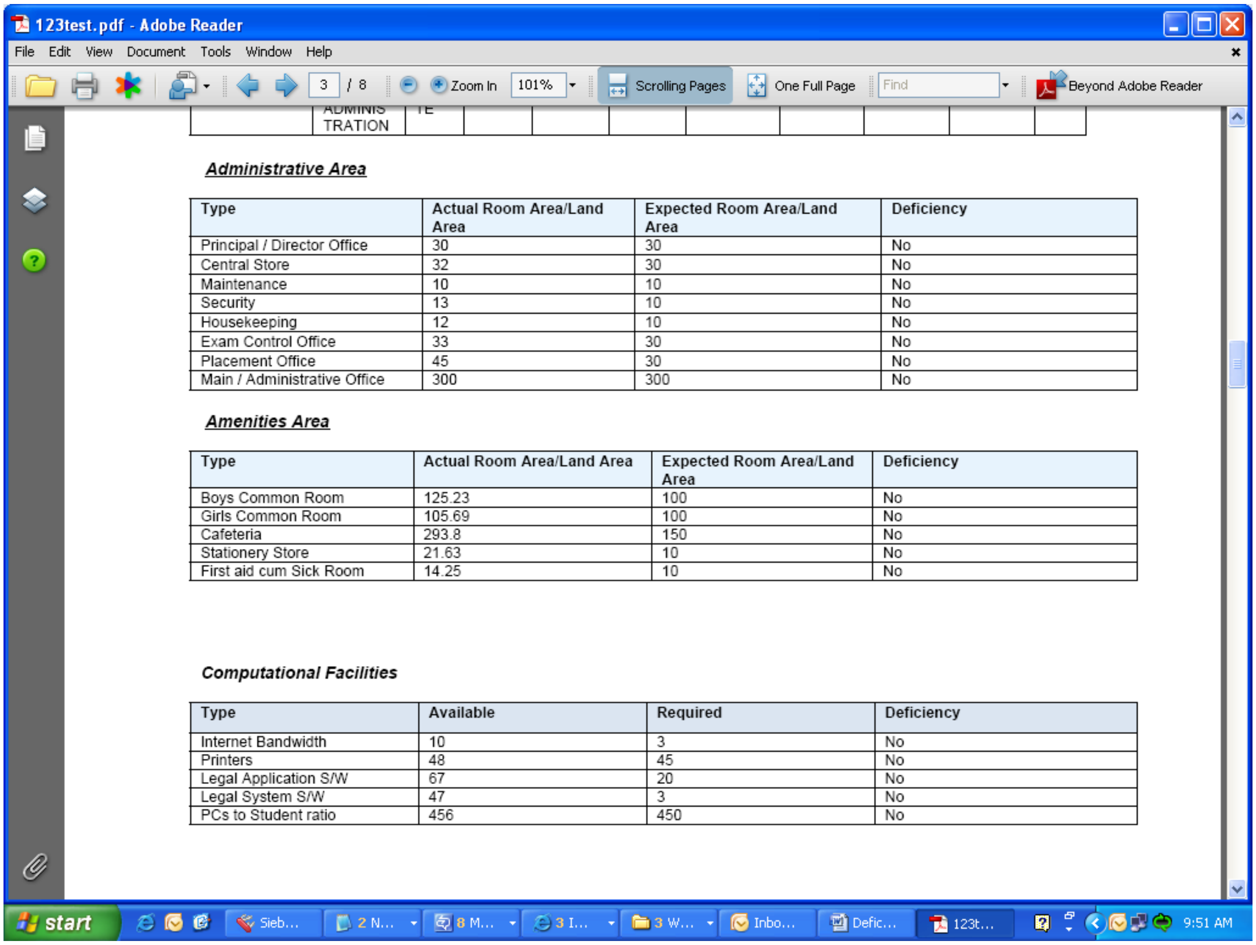


Institute Level Faculty

	Actual number	Required number as per CI	Deficiency
Total Faculty (UG+PG+DIPLOMA)	81	80	No

Program Level Faculty

Program	Course	Level	Course Duration	Full Time / Part Time	Approved Intake (11-12)	Approved Intake (10-11)	Approved Intake (09-10)	Approved Intake (08-09)	Approved Intake (07-08)	Faculty
MCA	MASTERS IN COMPUTER APPLICATIONS	POST GRADUATE	3	FULL TIME	120	120	120	120	60	25
ENGINEERING AND TECHNOLOGY	CIVIL ENGINEERING	UNDER GRADUATE	4	FULL TIME	60	60				8
ENGINEERING AND TECHNOLOGY	COMPUTER SCEINCE & ENGINEERING	UNDER GRADUATE	4	FULL TIME	60	60				8
ENGINEERING AND TECHNOLOGY	ELECTRONICS & COMMUN	UNDER GRA	4	FULL TIME	60	60				8



Administrative Area

Type	Actual Room Area/Land Area	Expected Room Area/Land Area	Deficiency
Principal / Director Office	30	30	No
Central Store	32	30	No
Maintenance	10	10	No
Security	13	10	No
Housekeeping	12	10	No
Exam Control Office	33	30	No
Placement Office	45	30	No
Main / Administrative Office	300	300	No

Amenities Area

Type	Actual Room Area/Land Area	Expected Room Area/Land Area	Deficiency
Boys Common Room	125.23	100	No
Girls Common Room	105.69	100	No
Cafeteria	293.8	150	No
Stationery Store	21.63	10	No
First aid cum Sick Room	14.25	10	No

Computational Facilities

Type	Available	Required	Deficiency
Internet Bandwidth	10	3	No
Printers	48	45	No
Legal Application S/W	67	20	No
Legal System S/W	47	3	No
PCs to Student ratio	456	450	No

Note: If user made any changes to the Application then he/she has to click on Calculate Deficiency button again and generate new report as shown above to get new updated report with changed data.